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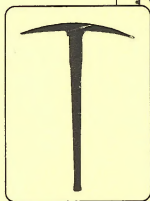
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AUTOMATED MINERAL DATA TRANSFER

Bureau of Land Management

Minerals Management Service

STRUCTURED ANALYSIS *Phase One*



Volume 1

July 1988

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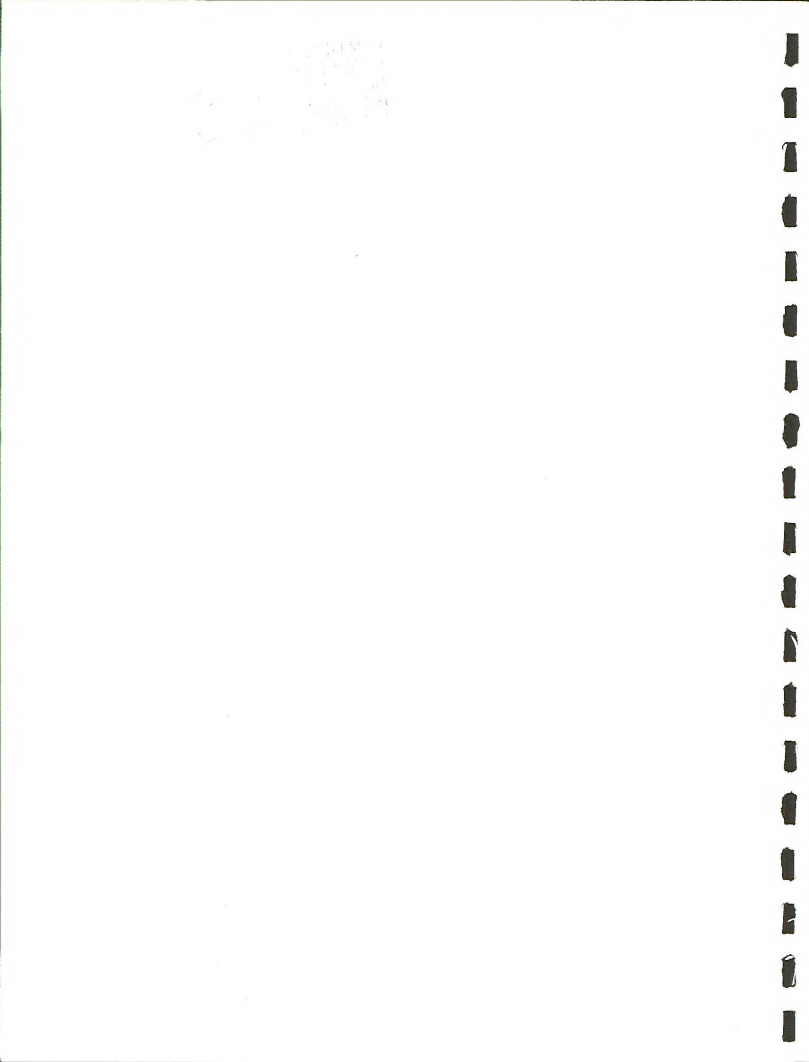
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We thank the BLM State Office representatives for their assistance in the preparation and review of this document.



NOTE

This analysis was conducted before the enactment of the Federal Onshore Oil and Gas Leasing Reform Act of 1987. The data flow diagrams and input-process-output charts for oil and gas lease issuance reflect procedures used prior to enactment of the 1987 act. The specifications for automating the transfer of oil and gas data from BLM to MMS will include the Act's regulatory changes that affect the issuing of oil and gas leases.



This study examines existing data exchange procedures between the Bureau of Land Management (BLM) and Minerals Management Service (MMS). It focuses specifically on BLM's mineral leasing program and on MMS's Fiscal Accounting Division.

The first chapter presents a general overview of the current mandates and procedures for processing mineral leases and describes the structured analysis process. The second and third chapters use a structured analysis process to describe the detailed, step-by-step procedures involved in processing leases and exchanging data. Data flow diagrams and Input-Process-Output (IPO) charts are used to depict the administrative processes involved. Chapters 4, 5, and 6 present data document and element dictionaries and summarize data element use.

This study accomplishes two purposes. First, it clearly illustrates the inefficiencies, duplications, and shortcomings inherent in current data exchange procedures. Second, it lays the groundwork for automation by showing exactly where the work needs to be done.

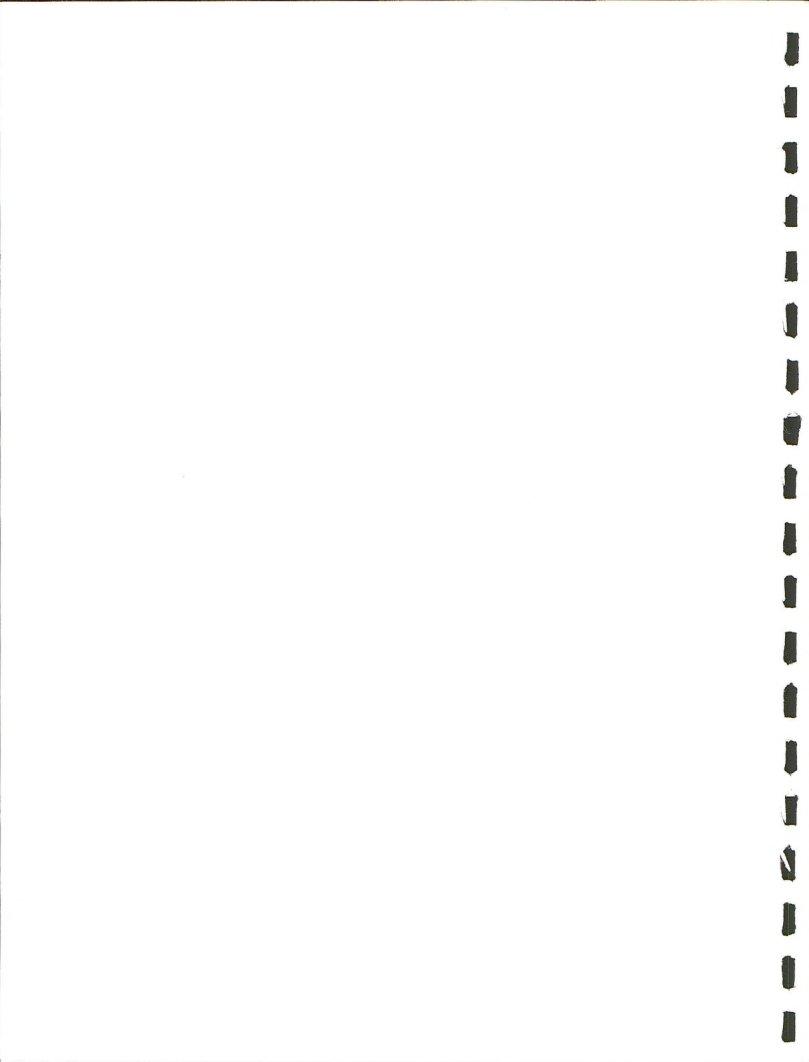


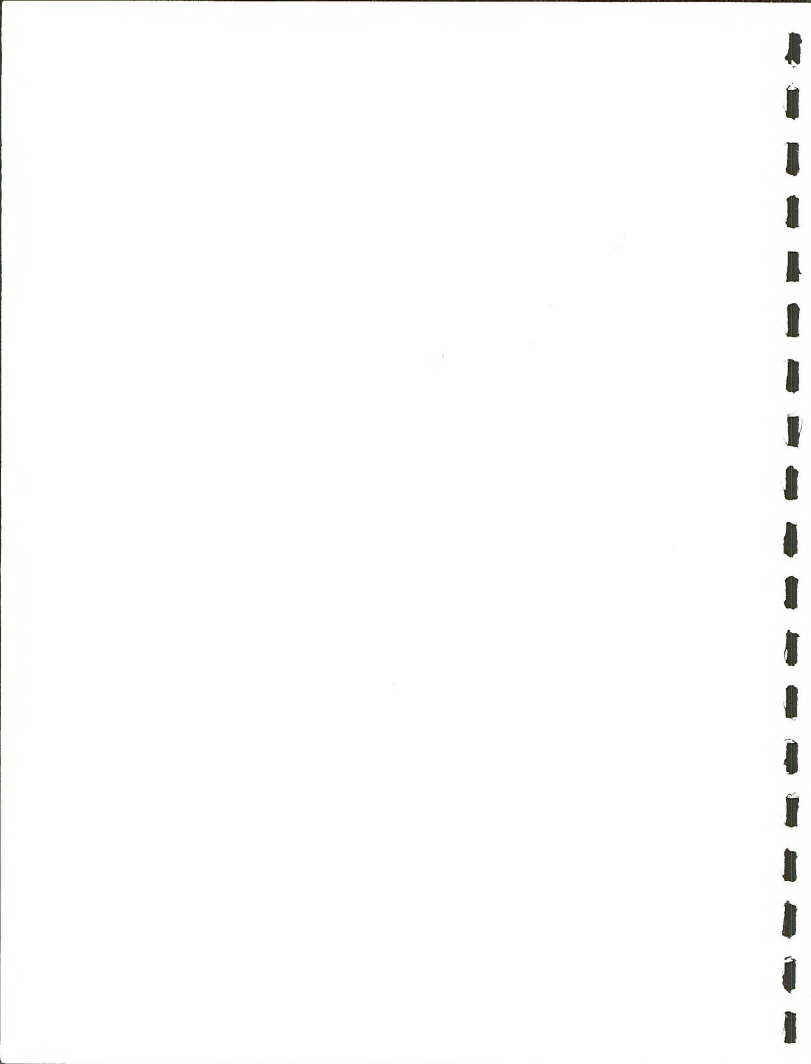
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This chapter presents a general overview of the current mandates and procedures for processing mineral leases. It deals first with fluid minerals, specifically oil and gas, and then describes coal and other solid mineral leasing. A concluding section briefly describes the structured analysis process.

GENERAL OVERVIEW OF CURRENT MINERAL LEASING MANDATES AND PROCEDURES

Oil and Gas

Oil and gas leasing is governed in part by the following sections of the Code of Federal Regulations (CFR):

1. 43 CFR 3100: Onshore Oil and Gas Leasing: General
2. 43 CFR 3110: Noncompetitive Leases
3. 43 CFR 3120: Competitive Leases
4. 43 CFR 3130: National Petroleum Reserve -- Alaska
5. 43 CFR 3180: Onshore Oil and Gas Unit Agreements -- Unproven Areas

The program has two main components: prelease adjudication, and postlease adjudication and operations.

Prelease Adjudication for Noncompetitive Leases.

Most noncompetitive leases are processed from the application or offer stage and are issued pursuant to the authority of the Mineral Lands Leasing Act of February 25, 1920 (30 U.S.C. 181 et seq.); the Mineral Leasing Act for Acquired Lands of August 7, 1947 (30 U.S.C. 351-359); the Department of the Interior Appropriations Act, Fiscal Year 1981 (94 Stat. 2959); and the Attorney General's Opinion of April 2, 1941 (40 Op. Atty Gen 41). Various other acts, such as the Alaska National Interest Lands Conservation Act (16 U.S.C. 3101 et seq.) and the Federal Land Policy and Management Act of 1976 (FLPMA) (43 U.S.C. 1701 et seq.), supplement, expand, or restrict the above authorities.

Noncompetitive leases fall into two categories: over-the-counter and simultaneous. The two lease types result from regulations issued by the Secretary of the Interior. To date, the law makes no distinction between the two lease types and does not require that there be two forms of noncompetitive leasing. Pending legislation, some of which is favored by the Department, may elevate the current lease types to some level of statutory requirement or recognition.

Over-the-counter (OTC) leasing is initiated by offers for available land from any qualified individual or entity, such as a partnership or corporation. Simultaneous leasing, on the other hand, is initiated by the Bureau in the form of a public invitation every other month for bids on lands that have become available for leasing as the result of the expiration, termination, relinquishment, or cancellation of noncompetitive leases. Leases may not be

issued noncompetitively if, prior to issuance, the lands are classified as being within a known geological structure (KGS) of a producing oil or gas field. Generally, lands in such structures are leased competitively; however, subsequent classification of lands as non-KGS does make them available for noncompetitive leasing.

Over-the-Counter Leasing. Issuance of OTC leases is governed primarily by 43 CFR Subpart 3111. These leases are initiated by any party who becomes interested in leasing the oil and gas owned by the United States and makes an offer to the Bureau of Land Management, together with the necessary filing fee and the first year's rental. Where offers for the same parcel of land are received at the same time or when the Bureau allows an open filing period following the opening of lands to oil and gas leasing, a random public selection is made to determine the priority of conflicting offers (See 43 CFR 1821.2-3). Such offers are considered "simultaneously filed," but are processed as OTC offers rather than under the simultaneous system.

As long as the land is not in a KGS and there is no legal reason to reject the offer, the first party making a valid offer for available lands will be issued the lease. Reasons for rejecting an offer may consist of, but are not limited to, the following:

1. The lands are in a KGS.
2. Leasing would be inappropriate for environmental reasons.
3. The lands are withdrawn from oil and gas leasing (e.g., in a National Park).
4. A specific law precludes leasing (such as Forest Service lands designated by Congress as Wilderness).
5. The title of the United States is uncertain.
6. The United States does not own the oil or gas.
7. The agency managing the lands (acquired lands only) refuses to consent to leasing.
8. The lands are within an incorporated city, town, or village.
9. The lands are available only for leasing through the simultaneous leasing process.
10. The application fails to include sufficient available land.
11. The offeror fails to consent to stipulations required as a condition of lease issuance.

Once issued, and provided the lessee complies with the lease terms and pays rental annually in a timely fashion, an OTC lease will continue for 10 years. The lease may be extended by such actions as drilling, unitization, communitization, production, or other activities specified in the regulations.

Simultaneous Oil and Gas Leasing. This leasing process is regulated by 43 CFR Subpart 3112. The simultaneous program is basically a computerized random-drawing method by which the BLM State Offices make available for the filing of applications several hundred parcels or tracts of land that consist of oil and gas leases that have expired or been terminated, relinquished, or cancelled. The system was devised primarily to avoid the land office rushes and public disruption which occurred in the 1950s, when the posting of such information relating to leases made the lands immediately available for OTC leasing. The public interested in the leasing of Federal oil and gas has come to accept this system as the only method for "re-leasing" of noncompetitive lands.

Originally, the Bureau just published monthly lists of lands available for simultaneous filings, accepted OTC offers for all the lands posted, assigned all such offers a priority number through a drawing, and then adjudicated the priorities. After discovering the complexity such a system generated, especially with the monies involved, the Department instituted a system where the offerors could file drawing entry cards during a filing period for parcels on the monthly list. The Bureau rather than the applicant determined the lands in the offer. BLM then made a random selection to determine the first three priority applicants, demanded the first year's rental from the first priority applicant, and issued the lease to the first priority applicant upon payment of the rental fee. Elaborate regulatory provisions were designed to prevent any person or company from filing or having an interest in more than a single filing for any particular parcel.

In the late 1970s, in order to ensure that the Bureau had direct contact with the initial lessee and that filing services could not use dummy filers to ensure control over the most desirable parcels, the system was changed to a process where the filings were designated as "applications." The priority applicant(s) were then required to execute the offer and pay the first year's rental. In addition, the filing periods were extended in length from 5 to 15 working days and the drawings changed from monthly to bimonthly. In the early 1980s, the system was further revised to require that all filings be made in the Wyoming State Office. This was done to accommodate a computerized selection system for determining priorities, selecting only a single applicant at a time, and requiring that the first year's rental be paid with the application. A pending (as of December 9, 1987) proposed regulatory change would make an application an offer from which a lease could be immediately issued.

Currently, each BLM State Office prepares a SIMO Parcel List every other month to allow interested applicants to file their application(s) in Wyoming. Wyoming processes all the applications and selects the priority applicant through arrangements with the Denver Service Center. The final results list is sent to each State Office, along with an application form for issuance of the lease by the State Office with jurisdiction over the land. If the selected applicant fails to sign the lease or is rejected for any reason, the State Office then asks the Wyoming State Office to conduct a "re-selection" or "re-drawing" for the parcel to determine the next priority applicant. Each second (or third, fourth, etc.) applicant is issued the lease if the necessary rental is tendered and the lease executed. First-year rentals submitted with applications for all but the first priority applicant are returned to other

applicants by the Service Center immediately following the determination of the final results list.

The simultaneous lease computerized system is run by the Wyoming State Office and maintained by BLM's Denver Service Center (DSC). Because of the nature of the drawing, security must be maintained for all application data until after the drawing results are made public. Numbers are used in place of names to ensure an impartial drawing.

The actual drawing or application selection is accomplished by BLM's computer. The computer makes a random selection, based on a complex formula, for each parcel of land. Noncompetitive leases are issued for a period of 10 years.

Although the front of an issued simultaneous lease looks different than that of an OTC lease, for all practical purposes all noncompetitive issued leases are identical in terms and conditions. Starting February 20, 1982, the simultaneously issued leases required an increased rental of \$3.00 per acre for each year after the first 5 years. The first year of \$3.00 rentals, essentially March 1987 through February 1988, was waived by Secretary Donald Hodel because of the generally depressed condition of the oil and gas industry. This provision is designed to encourage development; no change is made in the royalty or minimum royalty requirements.

Land parcels available for drawing are posted on the first working day of February, April, June, August, October, and December. If no application is received for a parcel during the filing period, the lands are made available for leasing Over-the-Counter under 43 CFR 3111. Such lands become available on the first day of the month following the posting of the results of the selection in the appropriate State Office. Where one or more applications are received for a particular parcel and no lease issues as a result of such filing, the lands are offered again on the simultaneous list and are subject to leasing in accordance with 43 CFR 3112.

Each participant is mailed a Simultaneous Oil and Gas Status Notice from the Wyoming State Office showing the status of each parcel they applied for in the drawing. A Final Results List showing the results of other parcels is available from each State Office. The Results List shows results for parcels offered within that State Office's jurisdiction.

Prelease Adjudication for Competitive Leases

The competitive oil and gas leasing program involves awarding a parcel of land within a Known Geological Structure (KGS), Favorable Petroleum Geological Province (FPGP), or drainage lands to a successful bidder at a public sale for not less than fair market value. A competitive lease is issued for a term of 5 years or as long thereafter as oil and gas are produced in paying quantities.

A single competitive lease cannot cover more than 640 acres in accordance with current regulations, except in Alaska, where land within FPGP are divided in competitive leasing blocks of not more than 2,560 acres. The competitive leasing program is used for lease awards within the National Petroleum

Reserve--Alaska (NPR-A) lands. These lands do not necessarily lie within an FPGP and may consist of a compact area of not more than 60,000 acres. Alaska uses the Alaska Automated Lands Record System (AALRS) for processing leases.

KGSs are those onshore areas in which only competitive oil and gas leases may be issued (all Outer Continental Shelf oil and gas leases are competitive). The term first appeared in the Mineral Leasing Act of 1920 (30 U.S.C. 226), which directs that "if the lands to be leased are within any KGS of a producing oil and gas field, they shall be leased to the highest responsible qualified bidder by competitive bidding." A KGS is established as soon as practical after it is ascertained that lands are productive, or presumptively productive, of oil and gas.

Some private, State, and Indian lands have been placed within a KGS, but the designation has no effect on those lands. KGS designations have no effect on lands leasable under the Act of May 21, 1930 (railroad rights-of-way pursuant to the Acts of March 3, 1875, and earlier, and reservoirs granted under the Act of March 3, 1891).

Regulations (43 CFR 3100.0-5) define a KGS as "the trap in which an accumulation of oil or gas has been discovered by drilling and determined to be productive, the limits of which include all acreage that is presumptively productive." When a tract of Federal land has been determined to be capable of, or presumptively capable of, producing oil and (or) gas, the land must be formally described as a KGS. Production, or a presumptive capability of production, is established by (1) the completion of a producing well on or near the Federal land, (2) the inclusion of previously nonproducing Federal land in the participating area of a unit agreement or a producing communitization agreement, and (3) the existence of geological or drilling data that renders the reasonable inference the a producible reservoir extends under the land in question. In the final analysis, the limits of a KGS include all lands that overlie the productive trap.

Once a KGS is established, it remains in effect until it is revoked or terminated by administrative action, even after the original productive zone is exhausted or is incapable of producing in paying quantities. A KGS may be revoked in its entirety either when there was an error in making the KGS determination or when a reported discovery well was, in fact, nonproductive. KGSs may also be revoked when it is shown that all possible productive zones have been drilled and tested and proven barren, or have been exhausted.

Postlease Operations

After either a competitive or noncompetitive oil and gas lease has been issued, postlease operations may begin. These start with the actual drilling of the well and conclude with plugging of the well and a later surface restoration check. Four main processes are involved:

1. Processing Applications for Permit to Drill (APDs)
2. Processing post-APD activities
3. Carrying out inspection and enforcement activities

4. Processing Communitization and Unit agreements, Drainage, Diligent development, and Determinations under the National Gas Policy Act (referred to collectively as CUDDD)

These processes are described in the following sections.

Processing APDs. The APD is the beginning step for a lessee/operator and initiates the actual drilling operations. The ADP is the first postlease operation under the oil and gas program.

Processing Post-APD Activities. When drilling is completed, the lessee/operator sends a Well Completion Report (WCR) to the authorized officer. The BLM office completes the First Production Memo for the first well on a lease, unit, or communitization agreement, indicating that the well is capable of producing in paying quantities. This affects the money that MMS will receive from the operator because the account is moved from advanced rental (BRASS) to minimum royalty (AFS). The WCR is due to the authorized officer within 30 days after well completion.

For subsequent well operations, the operator submits a plan proposing further well operations for the approval of the authorized officer; the plan is submitted prior to commencing operations (Form 3160-5). This Notice of Intention is followed by a Subsequent Report. No prior approval or subsequent report is required for certain operations (such as routine well maintenance). A subsequent report is required for other actions (such as routine fracturing). In all cases, the subsequent report is due within 30 days after operations are completed.

Carrying Out Inspection and Enforcement Activities. The objective of the oil and gas inspection and enforcement program is to assure that:

- Oil and gas produced from, or allocated to, federal and Indian leases is properly handled, measured, and reported by the lessee and verified by BLM.
- All drilling, producing, and abandonment operations are in compliance with approved operating plans for protection of the environment, natural resources, and public health and safety.
- All drilling, producing, and abandonment operations are in compliance with mineral leasing laws, oil and gas operating regulations, orders, lease stipulations, and conditions of approval.
- All violations are identified and corrected.

At various times, a technician, engineer, geologist, surface protection specialist, or other BLM specialist may act as an inspector.

A drilling inspection is conducted to ensure compliance with the approved drilling permit and plan, or an approved modification, and to identify any hazards or other circumstances that have developed in the course of the operation and that were not identified or covered by any prior approval. Inspectors must be cognizant of all terms and conditions in the approved APD to conduct a detailed inspection. A detailed drilling inspection focuses on

both the surface and subsurface aspects of the operation, including all technical and environmental factors.

Production inspections are also conducted. For producing leases, the Federal Oil and Gas Royalty Management Act requires that, at least once annually, each lease site will be inspected that (1) is producing or is expected to produce significant quantities of oil and gas in any one year or (2) has a history of noncompliance. For producing leases, each inspection item receiving a high priority under the environmental, public health and safety, subsurface resource, or legal or other standard shall be inspected annually.

A production inspection is conducted to (1) ensure compliance with the approved operating plan and with applicable orders, notices, and regulations; (2) verify production on which royalties are due; (3) ensure that proper equipment and procedures are employed; (4) determine whether production operations are conducted in a safe and workmanlike manner for the protection of public health and safety; (5) minimize pollution or environmental damage; (6) prevent waste; and (7) maximize the recovery of oil and natural gas.

Production inspections (1) verify that well status is as reported; (2) determine if production is handled as approved; (3) verify that well equipment and facilities are operated in a safe manner; (4) identify all physical equipment and the procedures used to handle and measure oil and gas production; (5) verify the accuracy of submitted schematic diagrams; (6) ensure compliance with the applicable oil and gas regulations; (7) verify that the physical equipment of oil and gas production in conjunction with commingling/common storage/off-lease measurement and storage is as approved; (8) verify proper disposal of produced water, gas injection, and water flood operations; (9) verify proper compliance with contingency plans adopted to accommodate hydrogen sulfide operations, spill prevention, containment, and control; (10) verify that venting and flaring of natural gas is in accordance with approved plans; and (11) verify that site security plans meet the minimum requirements as established.

BLM enforcement tools include written Notices of Noncompliance, monetary assessments for noncompliance with the operating regulations, monetary assessments or penalties for failure to abate a violation within the time allowed, shut-down of operations, and the initiation of lease cancellation proceedings. Civil penalties can also apply.

Each violation found during a field inspection is counted as an Incidence of Noncompliance (INC), and a separate INC Citation, Form 3160-9, is issued for each incident of noncompliance. In more severe cases, a Notice of Shut-In is issued. Each INC or Notice of Shut-In contains a clear, concise description of the violation, a reference to the requirement violated, the timeframe allowed for abatement, and the resultant enforcement actions for nonabatement. In some cases, a letter in lieu of an INC may be used to advise an operator of noncompliance, e.g., failure to submit a required report.

Violations detected through review of records or other noninspection activity may be brought to the operator's attention through the use of letters or orders in lieu of the INC form. Such letters are counted as INCs. All violations are documented in writing and tracked using the Automated Inspection Record System (AIRS) to assure timely correction.

Processing CUDDD. As previously noted, this category includes Communitization and Unit agreements, Drainage, Diligent development, and Determinations under the National Gas Policy Act (NGPA). Each is discussed separately in the following sections.

Communitization Agreements (CA's). CA's are approved, usually at the BLM District Office level, to handle the applicable State spacing requirements for drilling. In most cases, the physical location of the well determines the spacing unit of the well. A CA is required if the spacing unit involves more than one lease, at least one of which is a Federal lease. An operator may initiate a CA, a drainage specialist might catch a situation where a CA has not been formed, or the receipt of Completion Reports and other reports might trigger the BLM to request a CA. A CA can cover one or more formations as long as the spacing unit covers the same formations being communitized.

Unit Agreements. Unitization provides for the exploration, development, and operation of an entire structure or area by a single operator so that drilling and production may proceed in the most efficient and economical manner.

A unit agreement is a contract between the federal government and a number of lessees holding contiguous leases over a potential oil and gas reservoir and is intended to facilitate the orderly and timely development of Federal oil and gas resources within the unit area. The agreement designates one party as the operator to conduct all activities in the unit area and commits that party to diligently pursue an exploration program to develop the potential oil and gas resources in the unit area. However, approval of the unit agreement does not authorize any on-the-ground activities. These are approved through the Application for Permit to Drill and Sundry Notice processes. An approved unit agreement establishes certain performance obligations; by committing to such a plan, a lessee may receive certain additional benefits as provided by law.

Unitization is also in the public interest because it promotes the exploration of unproven acreage and it permits BLM to exercise more effective control over drilling activity in a large area. Where lands are not unitized, each individual lessee has the right to apply to drill on their own lease. Unitization can, on the other hand, effectively result in the drilling of the optimum number of wells required to maximize resource recovery, since the correlative rights of each lessee are protected under the plan.

There are two types of units--exploratory and secondary recovery. An exploratory unit has had no past production from the unitized formation(s). A secondary recovery unit, on the other hand, involves an oil and gas field that has already been developed and depleted of its primary reserves and is in a position to be unitized for secondary, or even tertiary, recovery processes. These recovery processes may include the pumping of water or CO₂ into wells or polymer floods to replace depleted energy sources. All of the parties must pool interests to maximize the efficiency of recovery operations.

Once a unit has been formed, there are a number of changes that can affect it: designation of agent, successor of unit operator, late joinders, subsequent joinders, and suspension of operations and/or production.

The Participating Area is that part of a unit area that is considered reasonably proven to be productive in paying quantities of unitized substances

or that is necessary for unit operations and to which production is allocated in the manner prescribed in the unit agreement. This process applies to exploratory units only, although the Plan of Development (POD) approval process may handle the Plan of Operation for a secondary unit.

Gas storage operations allow federal lands, either public domain or acquired lands, leased or unleased, to be used for the subsurface storage of natural gas during periods of excess production so that supplies will be available to meet peak demands, whether or not such gas is produced from Federal lands. Generally, the exploratory unit will be formed first and then move into Gas Storage. However, Gas Storage can be used to form a unit. In this case (new unit), the process starts with the exploratory unit process.

A development contract is a federal contract designed to promote timely and full operations in areas where special development incentives and acreage-relief treatment are required for pooling of reservoirs to logically develop an unexplored geologic province. Under such a contract, the holder is freed from acreage limitation restrictions for a specified period of time if he meets certain diligence requirements as specified in the contract.

A development contract can involve either an existing unit or simply a block of acreage. Both can be a logical area for development. A development contract, whether or not it involves a unit, gives BLM more flexibility in dealing with an operator.

Drainage. Drainage occurs when production from an oil and gas well causes oil or gas to flow across lease or royalty boundaries, resulting in a revenue loss to the federal government. BLM's concern is that the federal government receive its due compensation. If a lessee has failed to protect the mineral interests by drilling a protective well, the government will assess, as appropriate, compensatory royalty on the oil and gas drained. Thus, the lessee loses by not being diligent.

Drainage can be caused by an adjacent well that is (1) not federal, i.e., on mineral interests not owned by the federal government; (2) federal but receives a lower royalty rate; or (3) partly federal but receives a lower allocation of production.

Diligent Development. The diligent development process applies to Indian lands where wells have been drilled or production has been allocated. The Bureau of Indian Affairs (BIA) issues leases on Indian lands while protecting Indian interests. BLM deals with spacing and whether other wells need to be drilled to fully develop the lease; BLM can write to a lessee to tell the lessee to start a well. The purpose is to obtain maximum production from the lease.

BLM approves the APD and post-lease operations (with BIA approval of the surface use plan) and monitors all field operations. BLM acts as a technical advisor to BIA. Basically, BIA deals with the Indian people and the land surface, while BLM deals with the operators.

Determinations under NGPA. The Natural Gas Policy Act (NGPA) of 1973 provides certain benefits to the operators of gas wells, and this process is controlled by the Federal Energy Regulatory Commission (FERC). BLM handles the actual

processing with the lessee/operator. As the jurisdictional agency, BLM processes the application from the operator and sends it to FERC in Washington, D.C., for approval. Once the application is approved, BLM has nothing to do with it unless FERC requests additional information.

Coal

In the western United States, as much as 60 percent of the coal resource is owned by the federal government. Most of the coal is found in Colorado, Montana, New Mexico, North Dakota, Utah, and Wyoming.

Agency Responsibilities for Leasing

Under the Mineral Leasing Act of 1920 (MLA), the Department of the Interior has responsibility for federal coal leasing. Until 1960, little demand existed for federal coal, and little leasing occurred. In the 1960s, leasing greatly increased. In 1971, the Department imposed a moratorium on coal leasing in response to public concern that the leases were being acquired mainly for speculation rather than development. The moratorium was lifted in July 1979 when the Department issued regulations implementing the Federal Coal Leasing Amendments Act of 1976 (FCLAA).

Until January 1982, the Department of the Interior's functions and responsibilities for managing federal coal were divided among the Office of Surface Mining (OSM) Reclamation and Enforcement, the Conservation Division of the U.S. Geological Survey (USGS), and BLM. At that time, the Secretary of the Interior created the Minerals Management Service (MMS), which assumed, among other things, all major coal-related functions of the USGS Conservation Division. This organizational structure remained in place until December 3, 1982, when the Secretary, under Secretarial Order No. 3087, consolidated primary onshore mineral operations and leasing functions of the MMS into BLM. That Secretarial order also made permanent the creation of the MMS as the agency responsible for carrying out the mineral leasing revenue collection and distribution and outer continental shelf minerals management functions of the Department.

This organizational structure gives BLM the responsibility for supervising all aspects of leasing and production of federal coal and also gives BLM the responsibility to enforce diligent development, assure maximum economic recovery and conservation of mineral resources, and evaluate the economics of mining. MMS is responsible for rental, royalty, and bonus collection for onshore minerals.

BLM has the main responsibility for implementing and administering the Mineral Leasing Act of 1920, as amended. Under a variety of federal statutes, BLM is also responsible for managing and protecting all surface resources on public lands. BLM can set postmining land use and establish lease bond limits to assure protection of these resources. The Forest Service is responsible for managing and protecting surface resources on National Forest System lands.

Except for surface lands within the National Forest System, BLM prepares the required land use plans or conducts land use analyses where federal interests are not great enough to justify a land use plan. BLM is responsible for

conducting the Department's federal coal management program and consults with surface owners and surface management agencies on lands containing federal coal.

Overview of the Coal Management Program

Guidelines for coal management are found in 43 CFR 3400. The current federal coal management program utilizes a sequential process, emphasizing land use planning, surface owner consultation, and activity planning for leasing. Comprehensive land use planning identifies areas that are environmentally acceptable for leasing, eliminating from consideration those areas that contain unique site-specific resource values that are clearly more significant than the coal resource. In addition, qualified surface owners are consulted during land use planning to determine whether a significant number have a preference against surface mining. If so, the lands involved may be dropped from further consideration for coal leasing.

Activity planning follows completion of the land use plans and involves ranking and selecting a sufficient number of potential coal leasing tracts within the coal region to meet the regional leasing levels. A Federal/State Regional Coal Team is established in each region and is responsible for ranking and selecting tracts for recommendation to the Secretary for leasing. The Secretary makes his decision after a regional environmental impact statement is completed and each affected State is consulted.

Strong input from industry, other federal agencies, State and local governments, and the public is an essential and integral element of the program. The program also includes "leasing by application" within Federal coal regions under emergency conditions (e.g., where federal coal would otherwise be bypassed) and outside federal coal regions where regional competitive leasing is impractical. Other aspects of the program include processing of pending preference right lease applications (PRLAs), processing coal exploration license applications, and action on coal exchanges.

Since 1979, the Department of the Interior has processed two types of exchanges that transfer ownership or rights to coal resources: fee coal exchanges and coal lease exchanges. Fee coal exchanges involve the transfer of the ownership of coal deposits. These exchanges are authorized under Section 206 of the Federal Land Policy and Management Act (FLPMA) when the Secretary of the Interior determines that transfer of ownership of the land or the underlying mineral resources on the lands is in the public interest. The regulations governing fee coal exchanges are found in 43 CFR 2200, which governs all land exchanges. Guidance has been proposed to require regional coal teams to solicit public comments and evaluate the effects of any proposed fee exchanges involving coal on regional competitive lease sales.

Coal lease exchanges involve the relinquishment of an existing federal or Indian coal lease in exchange for issuance of a new coal lease of equal value. Lease exchanges must be specifically authorized by federal law because the Federal Coal Leasing Amendments Act of 1976 bars issuance of coal leases without competition. Regulations governing coal lease exchanges are found in 43 CFR 3435.

One specific class of authorized coal lease exchanges is alluvial valley floor (AVF) coal lease exchanges, authorized by Section 510(b)(5) of the Surface Mining Control and Reclamation Act (SMCRA) and implemented by the regulations in 43 CFR 3436. If an AVF lease exchange proponent meets the qualification requirements of SMCRA, the proponent may be granted a federal coal lease of equal value without competition.

The payment of fees, rentals, and royalties is governed by 43 CFR 3473. All first-year rentals and the first-year portions of all bonuses are paid to the BLM State Office having jurisdiction over the lands. All second-year and subsequent rentals and deferred bonus amounts payable after the initial payment for leases are paid to MMS. In addition, all royalties on producing leases, all payments under leases in their minimum production period, and all advance royalties are paid to MMS.

Other Solid Minerals

General guidelines for solid minerals other than coal and oil shale are found in 43 CFR 3500. Minerals in this category include phosphate, sodium, potassium, sulfur, gilsonite, hardrock minerals (gold, silver, etc.) on acquired lands, and asphalt in Oklahoma.

The Mineral Leasing Act provides for both competitive and noncompetitive leasing of sodium, phosphate, potash and, in two states, sulfur. Leases have a 20-year term, may cover a maximum of 2,560 acres, and can be renewed or readjusted for additional terms. Prospecting permits are issued prior to the issuance of noncompetitive leases, and discovery of a valuable deposit entitles the permittee to a lease without competition. A variety of rental and royalty provisions apply, varying with the mineral involved. Unlike coal or oil and gas, there are no diligent development requirements under these leases.

A lengthy effort to totally revise the 43 CFR 3500 regulations resulted in a new mineral-specific format that provides a logical order of regulations, with understandable language describing the special provisions peculiar to each mineral as dictated by law. This facilitates understanding by the interested public and mining industry as well as those entrusted with managing and regulating the development of the Nation's mineral resources on federal lands.

As noted previously, general guidelines applying to the leasing of solid minerals other than coal and oil shale are found in 43 CFR 3500. Specific guidelines are as follows:

1. Phosphate leasing -- 43 CFR 3510
2. Sodium leasing -- 43 CFR 3520
3. Potassium leasing -- 43 CFR 3530
4. Sulfur leasing -- 43 CFR 3540
5. Gilsonite leasing -- 43 CFR 3550
6. Hardrock minerals leasing -- 43 CFR 3560

7. Asphalt in Oklahoma -- 43 CFR 3570
8. Special leasing areas -- 43 CFR 3580
9. Exploration and mining operations -- 43 CFR 3590

The special leasing areas dealt with in 43 CFR 3580 include the following:

1. Gold, silver, or quicksilver in confirmed private land grants (43 CFR 3581)
2. National Park Service area (43 CFR 3582)
3. Shasta and Trinity units of the Whiskeytown-Shasta-Trinity National Recreation Area (43 CFR 3583)
4. Reserved minerals in lands patented to the State of California for park or other public purposes (43 CFR 3584)
5. White Mountains National Recreation Area -- Alaska (43 CFR 3585)
6. Sand and gravel in Nevada (43 CFR 3586)

All filing fees and first-year rentals and all bonuses for leases issued are paid to the appropriate BLM office. All second-year and subsequent rentals and all other payments for leases are paid to MMS. In addition, all royalties on producing leases and all payments under leases in their minimum production period are paid to MMS's Royalty Management Program/Bonus Rental and Accounting Branch (BRAB) in Denver. Minimum annual production and royalties are established in 43 CFR 3503.2-2.

THE STRUCTURED ANALYSIS PROCESS

Structured analysis examines current procedures and processes in an organization and ultimately uses this information to develop a workable set of procedures to achieve the organization's goals. Structured analysis uses a systematic, top-down approach that provides a concise, partitioned definition of the current work environment. Using this definition, ADP system designers can develop a set of automated procedures that best meets an organization's needs.

Structured analysis uses a larger percentage of total project manpower up-front because it:

1. Rigorously studies the user area.
2. Results in user processes being partitioned into understandable sets.
3. Moves tasks that have traditionally been done later in the life-cycle process, i.e., user involvement and definition of user procedures, into the analysis phase.

The idea behind structured analysis, according to Tom DeMarco, "is to minimize the probability of critical analysis phase errors." Errors during the analysis phase frequently lead to ADP development efforts being abandoned, years late, or over budget, or they result in system that lack the flexibility to be easily changed.

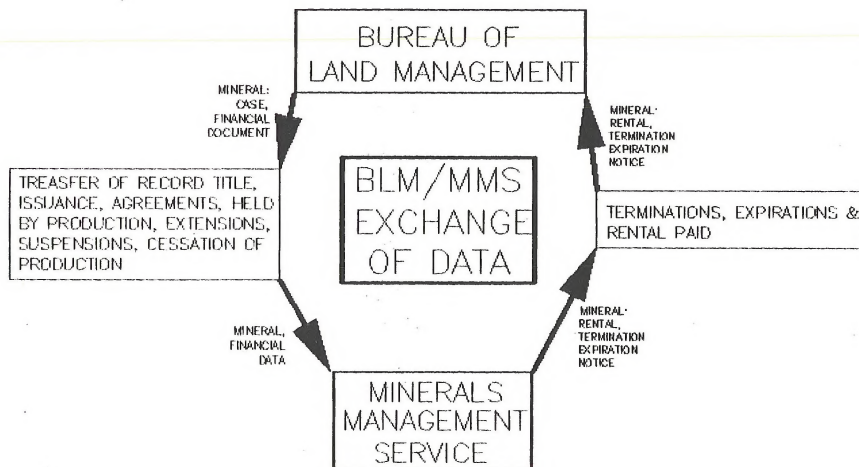
Structured analysis avoids these problems by involving the user at the outset in a study of current work processes. These processes are compiled in a document that portrays the current work environment. Work processes are graphically portrayed, actions that occur within each process are defined, and the flow of information between processes is identified and tracked. Structured analysis uses data flow diagrams, minispecifications (Input-Process-Output charts in this document), and a data dictionary to produce a specification for the automated system unit will be developed.

Normally, four sets of diagrams are developed:

1. Current physical: a graphic portrayal of current processes as data passes from function to function.
2. Current logical: a graphic portrayal of the work that must be accomplished. It is not concerned with the way processes are currently accomplished.
3. New logical: a graphic description of how things will work in the future.
4. New physical: a graphic description that establishes the man-machine boundary for the new system. It may consist of several options.

In all cases the diagrams must be verified as being correct by the user.

The diagrams in Chapters 2 and 3 describe current physical oil and gas processes performed by the Wyoming State Office.





CHAPTER 2

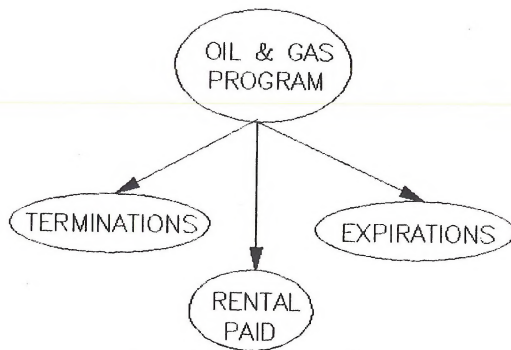
DETAILED DATA FLOWS AND INPUT-PROCESS-
OUTPUT ANALYSIS: MMS TO BLM

This chapter describes the current physical processes performed on information received from MMS by the BLM State Offices. For each process, a set of data flow diagrams and input-process-output (IPO) charts are presented.

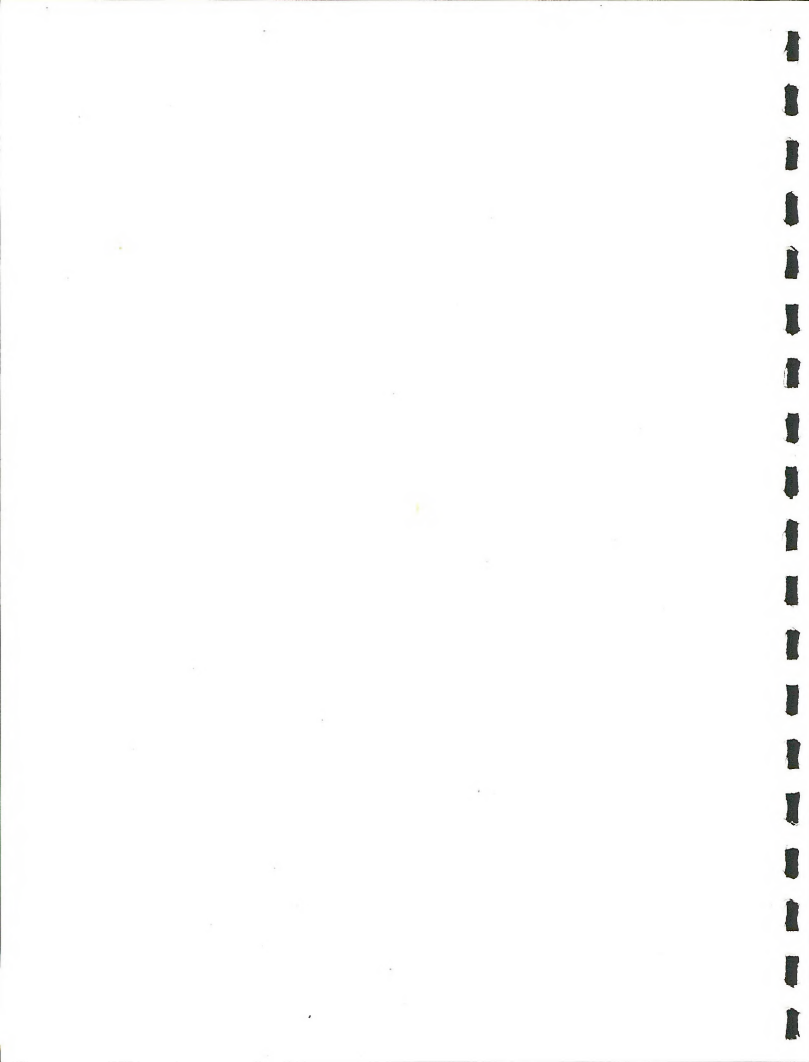
The data flow diagrams use the following symbols:

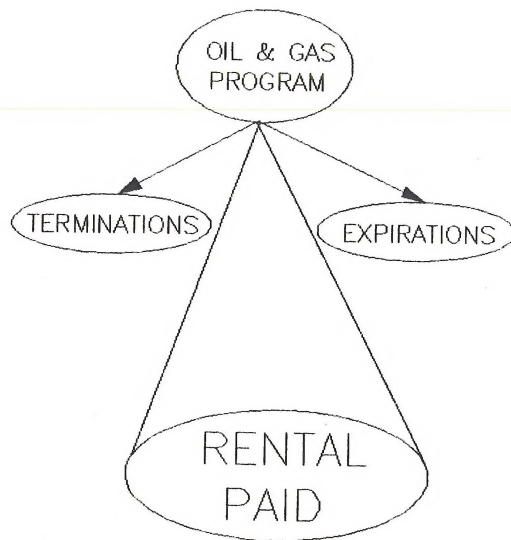
- = Data storage - A file, computer data base, or other place where information/documents are stored.
- = Data flow - Information in transit or not being acted on.
- = An external agent or organization - An entity outside the area of the study.
- = Process - An activity or function that transforms input data to output data.
- = Repeated symbol - The same symbol appears more than once on a given data flow diagram.

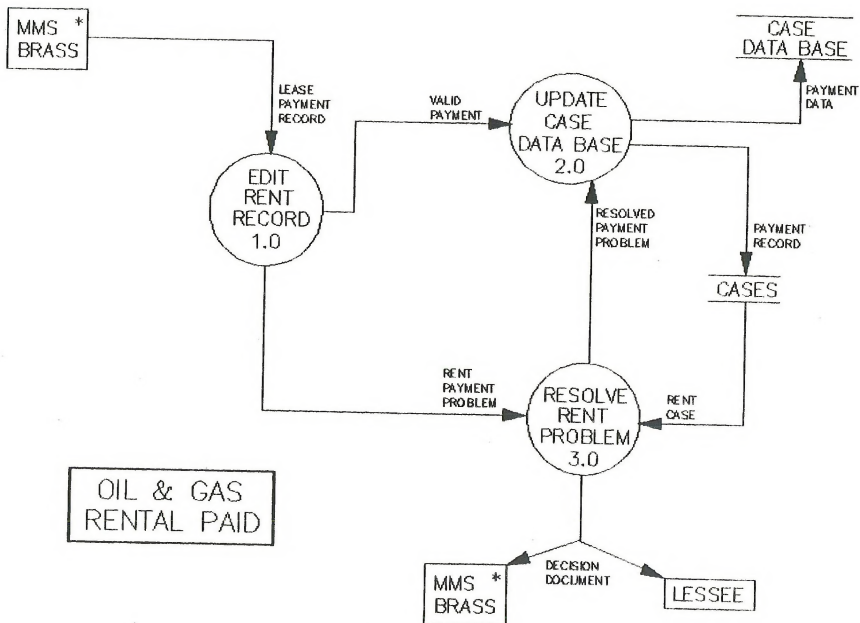




DATA
FROM MMS
TO BLM







INPUT	PROCESS	OUTPUT
Lease payment record	<ol style="list-style-type: none"> 1. The record is received in the State office. 2. The payment date and amount are validated. Rent payment problems are sent to an adjudicator. 3. The notice is sent to Docket for updating of the case data base and filing. <p>Note: In some states, update of the case data base occurs in Cashier/Accounts. Other State Offices do not update the case data base.</p>	<p>Rent payment problem</p> <p>Valid payment</p>

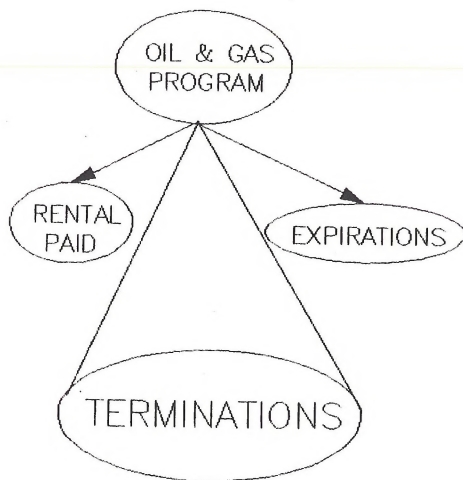
INPUT	PROCESS	OUTPUT
Valid payment	<ol style="list-style-type: none">1. The case data base is updated using an action code, date, amount of rent paid, and, optionally, the lease term.2. The record is placed in the case folder.	<p>Payment data</p> <p>Payment record</p>

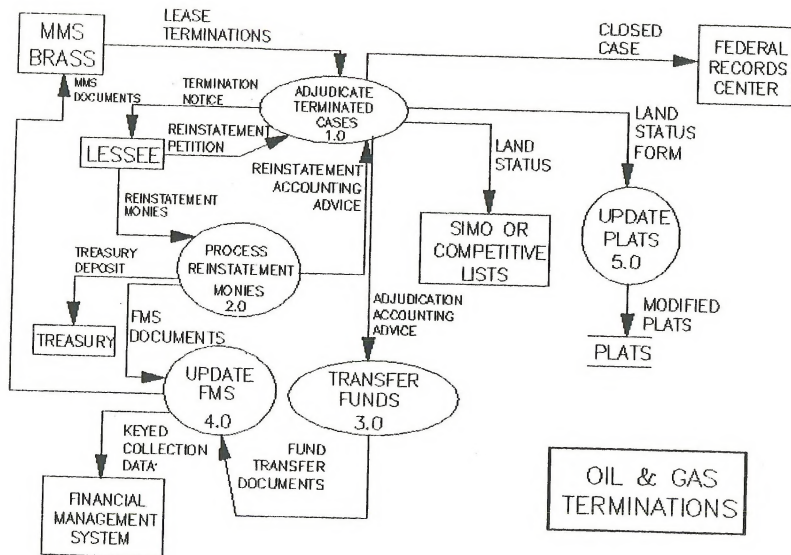
State Office
Bubble 3.0 - Resolve Rent Problem

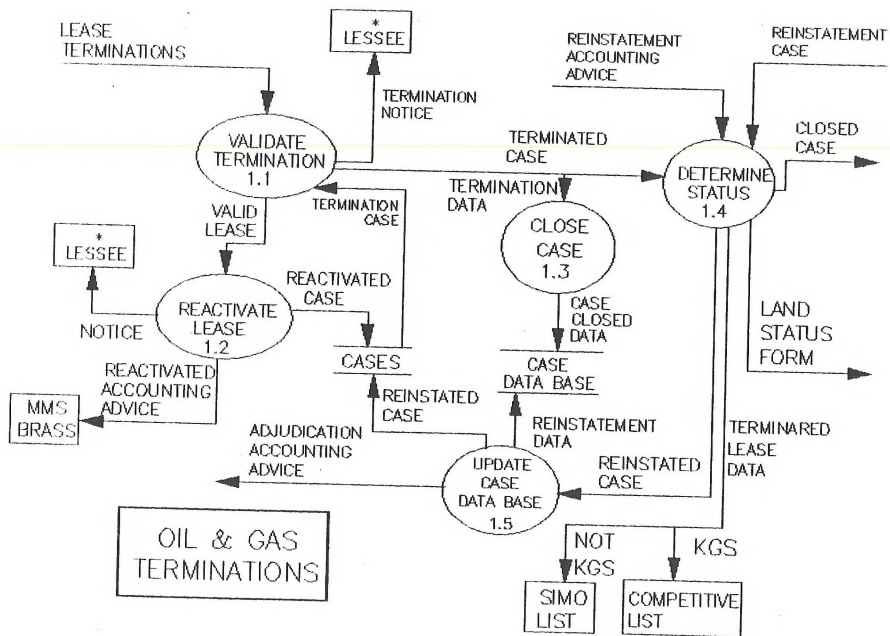
O & G Rental Paid

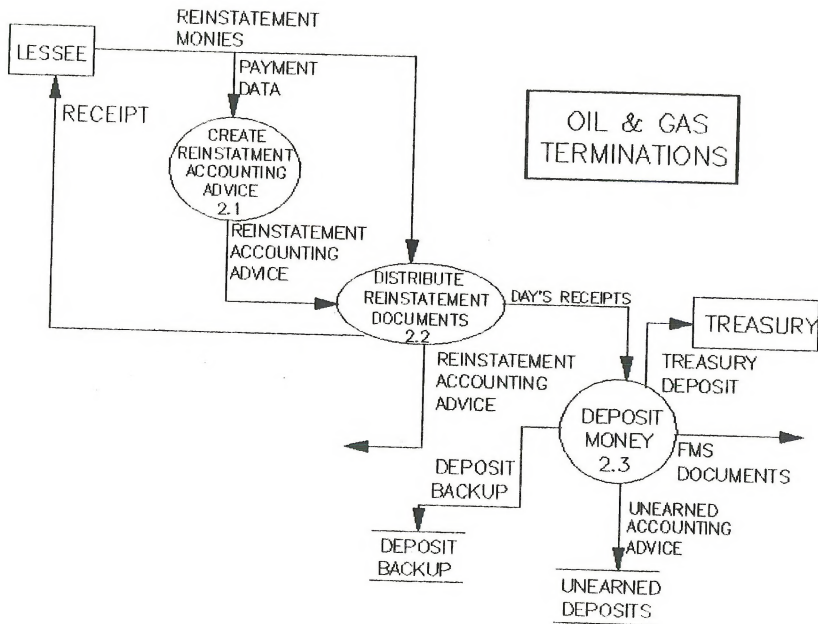
INPUT	PROCESS	OUTPUT
Rent payment problem	1. The case file is obtained from Docket.	
Rent case	2. The problem is researched and a decision reached.	
	3. If appropriate, the lessee and MMS BRASS are notified of the decision.	Decision document
	4. The lease payment record and decision documents are placed in the case folder. The case file is sent to Docket.	Resolved payment problem

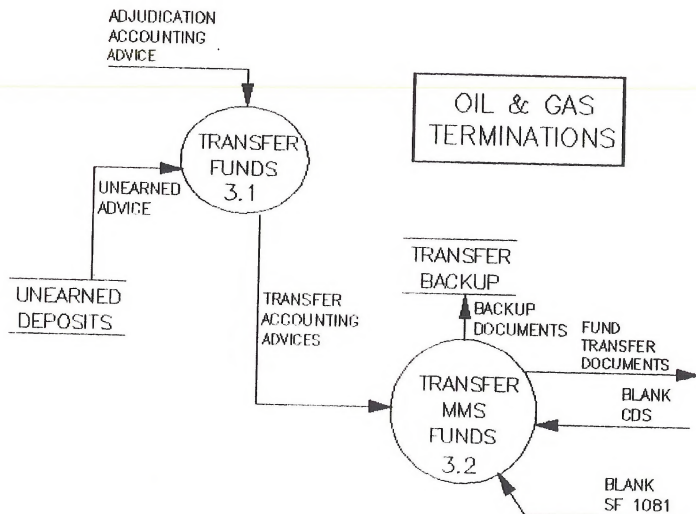


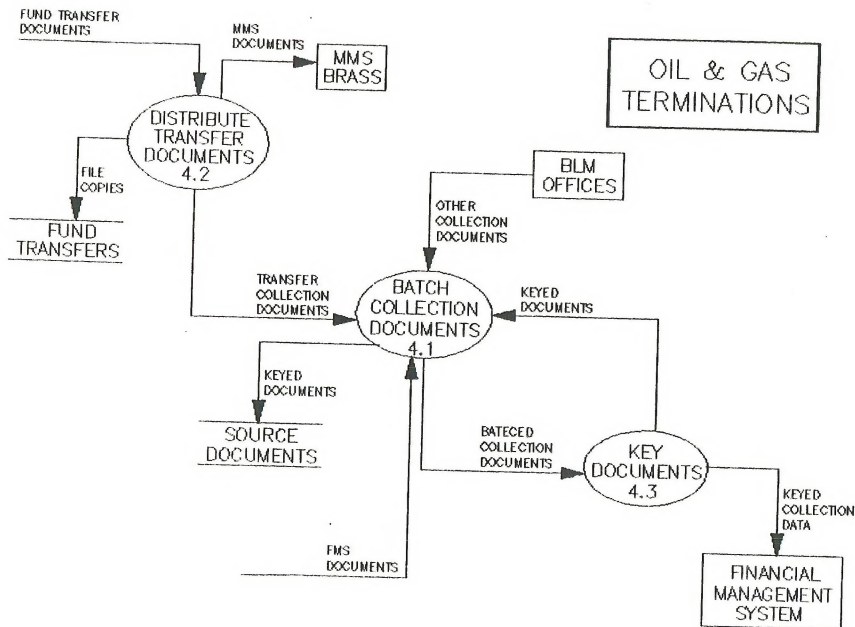












State Office
Bubble 1.1 - Validate Termination

O & G Terminations

INPUT	PROCESS	OUTPUT
Lease terminations	<ol style="list-style-type: none"> 1. The MMS report of terminations* and case files are received by an adjudicator. 2. The case file is reviewed to see if rent has been paid or is due, and to see if the lease is subject to automatic termination provisions. If rent is current and time remains on the lease, then the lease is reactivated. 	Valid lease
Termination case	<ol style="list-style-type: none"> 3. If the termination is valid: <ul style="list-style-type: none"> - A termination notice is sent to the lessee(s). - The lease is held for 60 days. - After 60 days the lease is terminated if there is no response from the lessee. <p>*Note: There are occasions when BLM discovers leases it thinks should be terminated. MMS is consulted before the termination process is started.</p>	Termination notice Terminated case

INPUT	PROCESS	OUTPUT
Valid lease	<ol style="list-style-type: none"> 1. A notice of action taken is prepared and sent to the lessee(s):* 2. An Accounting Advice indicating the lease is active is prepared: <ul style="list-style-type: none"> - The green copy is sent to Accounts for mailing to MMS BRASS. - The gold copy is filed in the case folder. - The pink copy is destroyed. - The remaining copies are held for confirmation of the action or are destroyed. 3. The Reactivated case is returned to Docket for filing. <p>*Note: A notice is sent when the lease has been offered for re-leasing.</p>	<p>Notice</p> <p>Reactivated accounting advice</p> <p>Reactivated case</p>

Service Center
Bubble 4.2 - Distribute Transfer Documents

O & G Terminations

INPUT	PROCESS	OUTPUT
Fund transfer documents	<ol style="list-style-type: none"> 1. The Fund Transfer Documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared. 2. Copies of the SF 1081 and green accounting advices are sent to MMS. 3. Copies of the SF 1081 and CDS are filed. 4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System. 	<p>MMS document</p> <p>File copies</p> <p>Transfer collection documents</p>

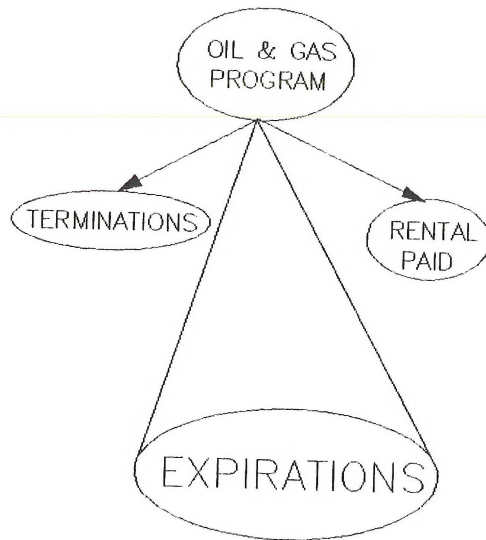
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Documents are logged, keyed, and verified.2. Keyed documents are logged out and returned to Data Control for filing.3. Data keyed is available for update of the Financial Management System (FMS).	<p>Keyed documents</p> <p>Keyed collection data</p>

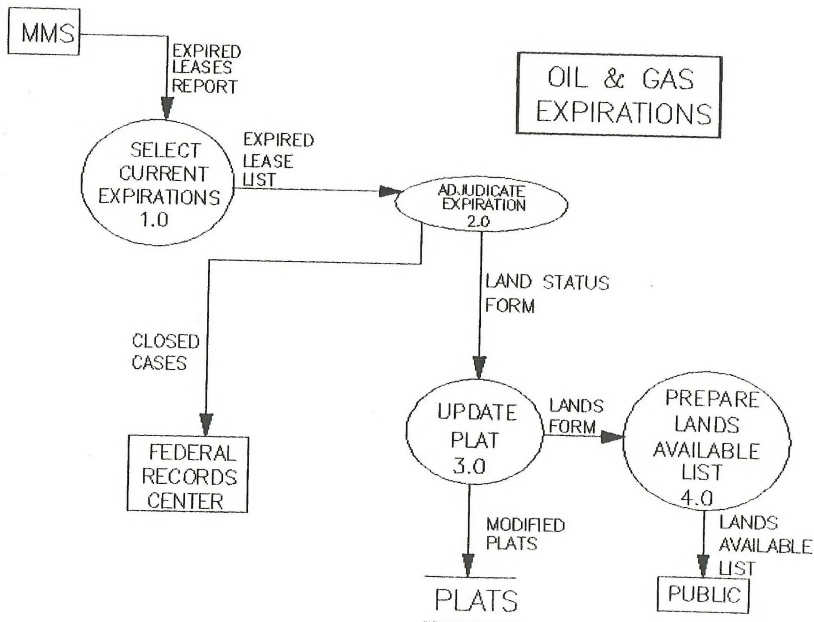
State Office
Bubble 5.0 - Update Plats

O & G Terminations

INPUT	PROCESS	OUTPUT
Land status form	<ol style="list-style-type: none">1. Record pulls the plats and updates them using information from the land status form.2. The plats are refilled.	Modified plats







EXPIRED
LEASE LIST

VALIDATE
EXPIRATION
2.1

EXPIRATION
CASE

CASES

VALID
EXPIRATION

UPDATE
CASE
DATA
BASE
2.2

EXPIRATION
DATA

CASE
DATA BASE

CLOSED
DATA

PREPARE
LAND
STATUS
FORM
2.3

LAND STATUS
FORM

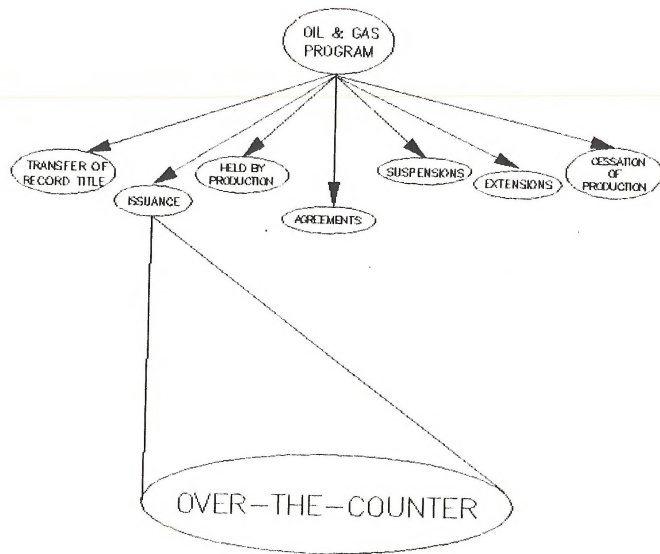
CLOSE
CASE
2.4

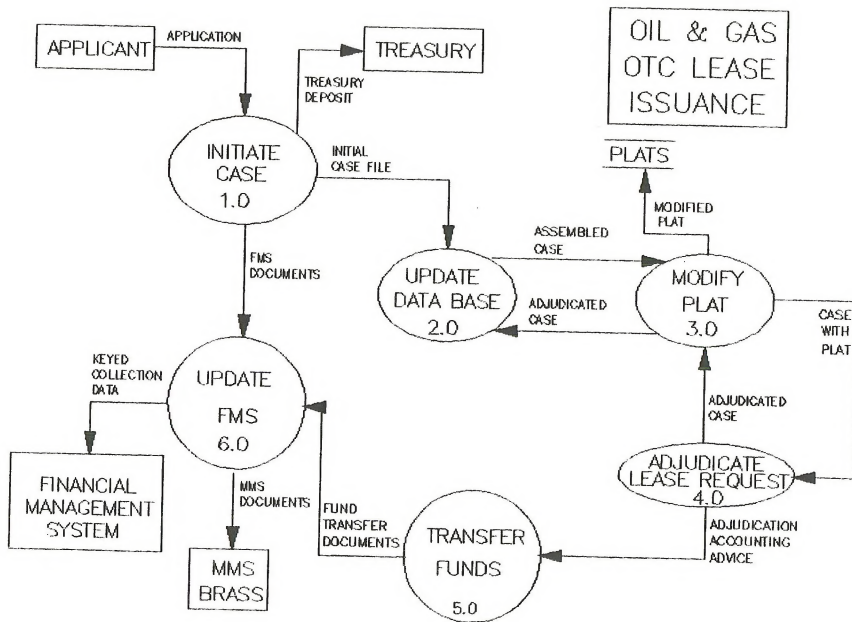
CLOSED
CASE

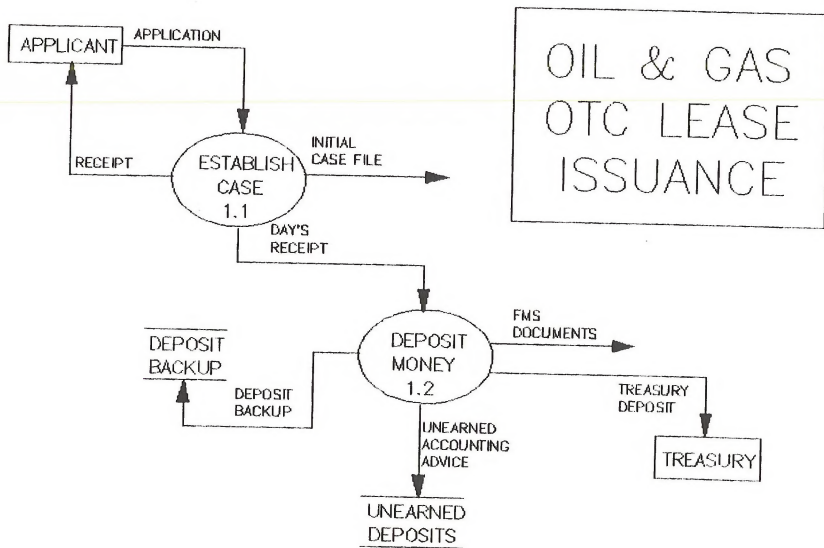
FEDERAL
RECORDS
CENTER

OIL & GAS
EXPIRATIONS

INPUT	PROCESS	OUTPUT
Expired leases report	<ol style="list-style-type: none">1. The expired leases report* is reviewed; only those leases that will expire within 30 days are selected.2. Those leases expiring within 30 days are sent to Adjudication. <p>*Note: MMS is consulted if there is any doubt regarding the status of a lease.</p>	Expired lease list







INITIAL
CASE FILE

ENTER
LEASE ON
DATA BASE
2.1

INITIATED
CASE FILE

ASSEMBLE
CASE
2.3

ASSEMBLED
CASE

OTC
CASE
DATA

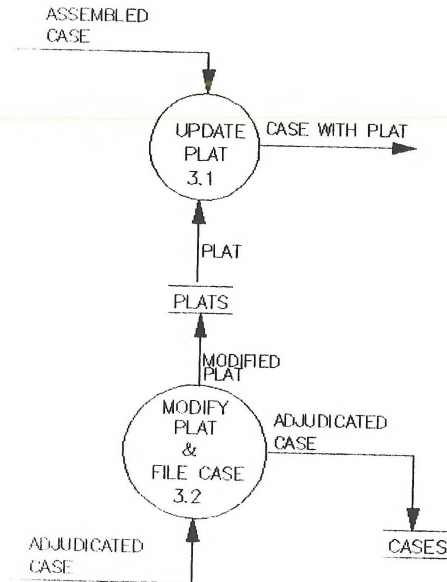
CASE
DATA BASE

SRP
DATA

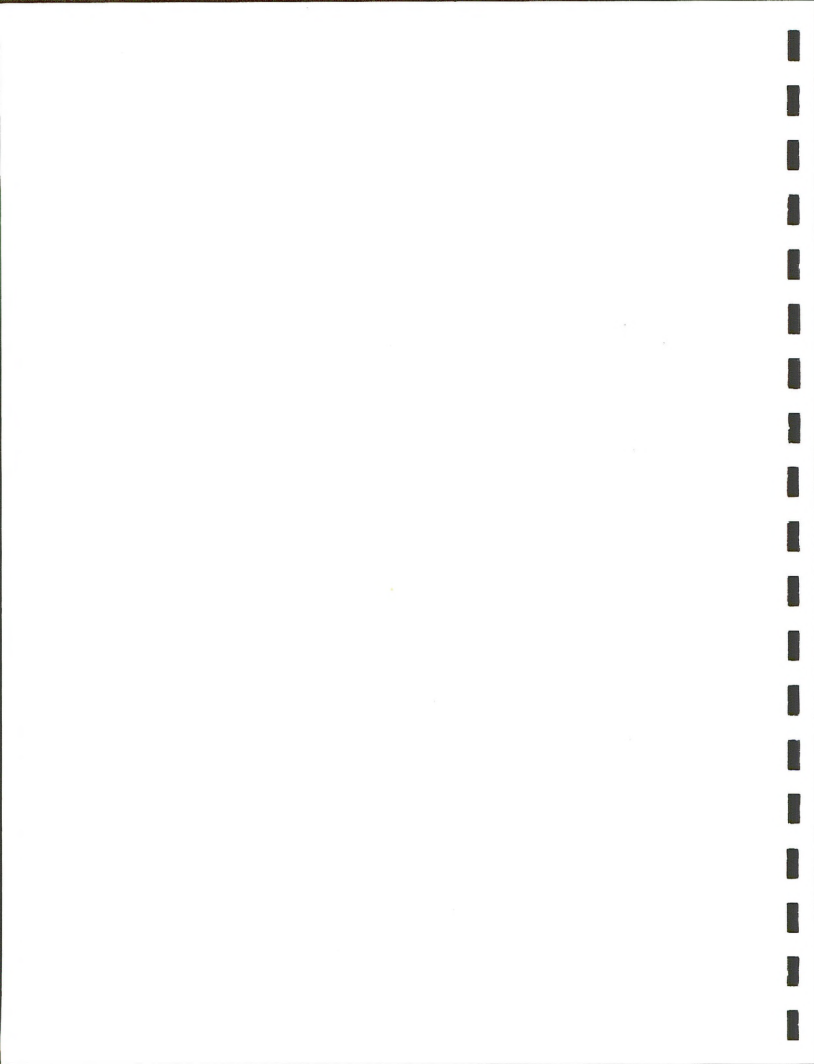
PRINT
SRP
2.2

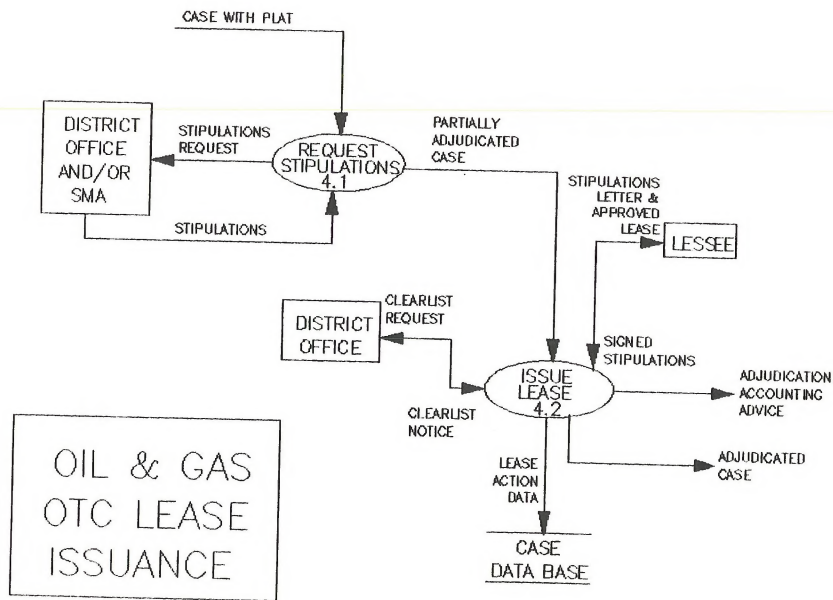
SRP

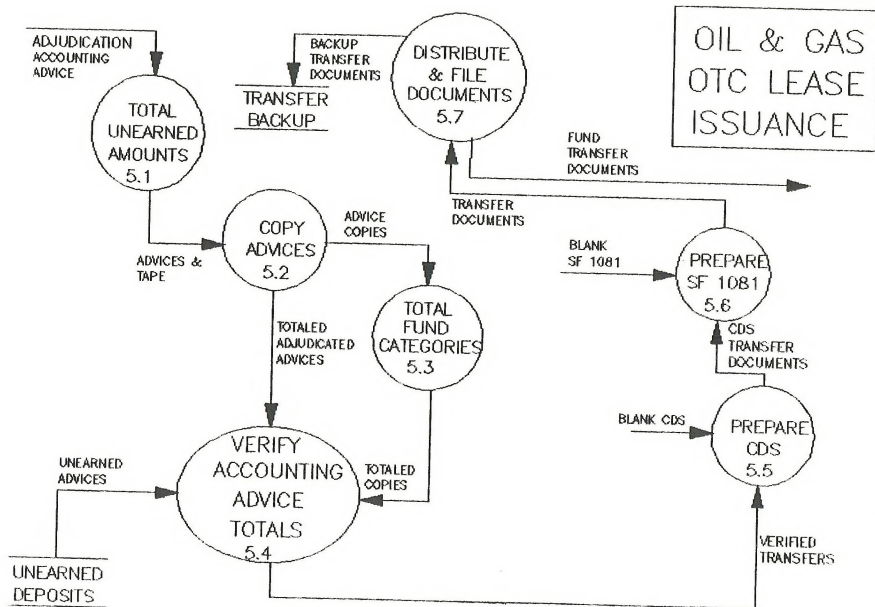
OIL & GAS
OTC LEASE
ISSUANCE
PREADJUDICATION

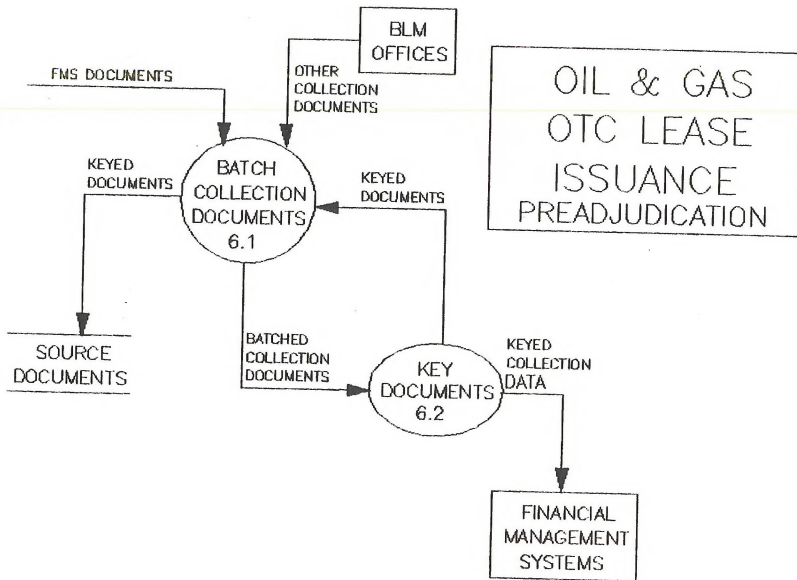


OIL & GAS
OTC LEASE
ISSUANCE

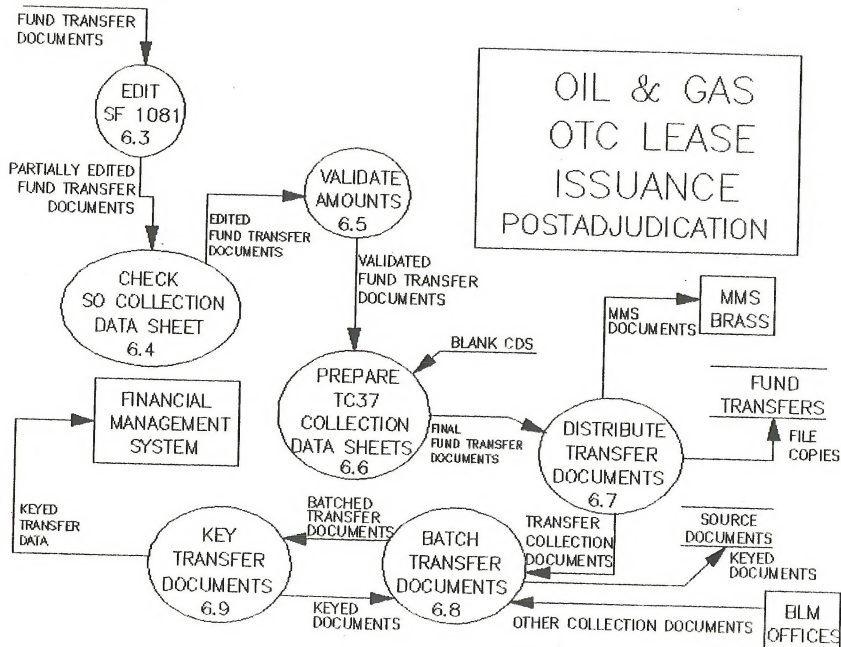








OIL & GAS OTC LEASE ISSUANCE POSTADJUDICATION



INPUT	PROCESS	OUTPUT
Application	<ol style="list-style-type: none"> 1. The application is logged in the case log and a sequentially numbered case folder is assigned. 2. The remittance is verified and an accounting advice is created (machine prepared). 3. Accounting advice distribution: White copy - with checks to Accounts Yellow copy - with checks to Accounts Green & gold copies - case folder Pink copy - receipt to applicant. 4. The case folder, lease application, and green and gold accounting advices are sent to Docket. 5. All funds received, a machine printout, and the yellow copy of accounting advices are sent to Accounts. <p>*Note: The above processes are those followed in the Wyoming State Office. Other states update oil and gas data bases at this point, combine some cashier/accounts functions, etc. All states follow the same procedures for receiving an application, depositing funds, establishing a case, adjudicating the case, and transferring funds.</p>	<p>Receipt</p> <p>Initial case file</p> <p>Day's receipts</p>

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> 1. A deposit ticket is prepared. 2. Funds are deposited in a Federal Reserve Bank* and the deposit ticket is confirmed. 3. A collection data sheet (CDS) is prepared for the Service Center (SC) Division of Finance. 4. A copy of the confirmed deposit ticket, CDS, yellow accounting advices, and receipt report is filed as a deposit backup. 5. A copy of the confirmed deposit ticket and CDS is sent to the SC Division of Finance. 6. The white copy of the accounting advice is filed in the unearned deposit notebooks. <p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p> <p>Unearned accounting advice</p>

State Office
Bubble 2.1 - Enter Lease on Data Base

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Initial case file	1. Using data from the accounting advice, case folder, and lease application, a new case is established in the case data base.	Initiated case file OTC case data

State Office
Bubble 2.2 - Print SRP (Serial Register Page)
(Preadjudication)

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
SRP data	<ol style="list-style-type: none">1. A copy of the serial register page (SRP) is printed and data is verified with the lease application and accounting advice.2. Corrections are made as required.	SRP

State Office
Bubble 2.3 - Assemble Case (Preadjudication)

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Initiated case file SRP	1. The case is assembled and sent to Records.	Assembled case

State Office
Bubble 3.1 - Update Plat (Preadjudication)

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Assembled case	1. Plats are obtained from the file and updated.	
Plat	2. Updated plats are placed in the case file and the case is sent to Adjudication.	Case with plat

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"><li data-bbox="315 235 712 282">1. Plats are modified as required and then refiled.<li data-bbox="315 295 712 342">2. The case is returned to Docket for filing.	Modified plat Adjudicated case

State Office
Bubble 4.1 - Request Stipulations

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Case with plat	1. The land description is checked and a request for stipulations* is sent to the district office (DO) and/or other Surface Management Agencies.	Stipulations request
Stipulations	<p>2. Stipulations are added to the case file.</p> <p>*Note: Some States do not need to request stipulations from DOs since this type of information is contained in an automated data base. The data base is queried for stipulation data.</p>	Partially adjudicated case

INPUT	PROCESS	OUTPUT
Partially adjudicated case	1. Stipulations are mailed to the lessee for signature. Signed stipulations are added to the case file.	Stipulations letter
Signed stipulations	2. After stipulations are filed, a clearlist* of lands is requested from the district office.	Clearlist request
Clearlist notice	3. After clearlisting, the lease is approved, signed, and sent to the lessee (includes rental information - amount and where to pay).	Approved lease
	4. The green copy of the accounting advice is completed (to include changes in acreage, which may require a refund) and sent to accounts.	Adjudication accounting advice
	5. The case data base is updated to reflect the status of the lease	Lease action data
	6. The case is sent to records.	Adjudicated case
	*Note: Clearlisting is performed at the State Office level in some states.	

INPUT	PROCESS	OUTPUT
Adjudication accounting advice	<ol style="list-style-type: none">1. The fund categories on the green accounting advice are totaled.2. The accounting tape is affixed to the accounting advices.	Advices and tape

State Office
Bubble 5.2 - Copy Advices

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Advices and tape	1. Advices are reproduced for backup files.	Advice copies Totaled adjudicated advices

INPUT	PROCESS	OUTPUT
Advice copies	<ol style="list-style-type: none">1. The green accounting advice copies are totaled by fund type.2. The accounting tapes produced are affixed to each advice set.	Totaled copies

State Office
Bubble 5.4 - Verify Accounting Advice Totals

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Totaled adjudicated advices	1. For each green accounting advice, a corresponding white accounting advice is pulled from the unearned accounting notebooks.	Verified transfers
Unearned advices	2. The white advices are modified to reflect changes in acreage, rent due MMS, etc.	
Totaled copies	3. The white accounting advices are totaled and an accounting tape is affixed.	
	4. The green and white advices and their accounting tapes are made into sets.	
	5. The accounting tapes from the green accounting advices, white accounting advices, and copied accounting advices are compared. Any discrepancies are corrected.	

State Office
Bubble 5.5 - Prepare CDS (Collection Data Sheet)

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Verified transfers	1. A collection data sheet that contains entries for each fund category is prepared.	
Blank CDS	2. The verified transfers are attached to the CDS.	CDS transfer documents

State Office
Bubble 5.6 - Prepare SF1081

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
CDS transfer documents	1. An SF1081 form that indicates the amount of unearned (rental) funds that will be transferred to MMS is prepared.	Transfer documents
Blank SF1081	2. The SF1081 is attached to the transfer CDS documents.	

INPUT	PROCESS	OUTPUT
Transfer documents	1. A copy of the SF1081, CDS and the reproduced accounting advices is filed.	Backup transfer documents
	2. The remaining copies are sent to the Service Center (SC) Division of Finance.	Fund transfer documents

Service Center
Bubble 6.1 - Batch Collection Documents

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
FMS documents	1. Collection documents are batched with those from all other BLM states and amounts are totaled.	Batched collection documents
Other collection documents	2. Batched documents are sent to Production Control for keying.	
Keyed documents	3. After keying, collection documents are filed for reference.	Keyed documents

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Documents are logged.2. Documents are keyed and verified keyed data is available for FMS update.3. Keyed documents are returned to Data Control for filing.	<p>Keyed collection data</p> <p>Keyed documents</p>

INPUT	PROCESS	OUTPUT
Fund transfer documents	<ol style="list-style-type: none">1. The SF1081 summaries are edited to ensure the amounts being transferred agree with the amounts from the attached green accounting advices.2. Discrepancies are resolved with the BLM State Office.	Partially edited fund transfer documents

INPUT	PROCESS	OUTPUT
Partially edited fund transfer document	1. The CDS prepared by the State Office is verified against amounts on the SF1081 and accounting tape prepared at the SC.	Edited fund transfer documents

Service Center
Bubble 6.5 - Validate Amounts

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Edited fund transfer documents	<ol style="list-style-type: none">1. Amounts on all documents are verified to ensure they agree.2. Discrepancies are resolved.	Validated fund transfer documents

Service Center
Bubble 6.6 - Prepare TC37 Collection Data Sheets

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Validated fund transfer documents	1. An offsetting collection data sheet (CDS) is prepared (TC37) for entry into the FMS. For accounting purposes, this cancels the funds being transferred.	Final fund transfer documents
Blank CDS		

Service Center
Bubble 6.7 - Distribute Transfer Documents

O & G OTC Lease Issuance

INPUT	PROCESS	OUTPUT
Final fund transfer documents	1. A copy of the SF1081 and associated green accounting advice are sent to MMS.	MMS documents
	2. The collection data sheets are sent to Data Control for entry into the FMS.	Transfer collection documents
	3. Backup copies of documents are filed.	File copies

Service Center
Bubble 6.8 - Batch Transfer Documents

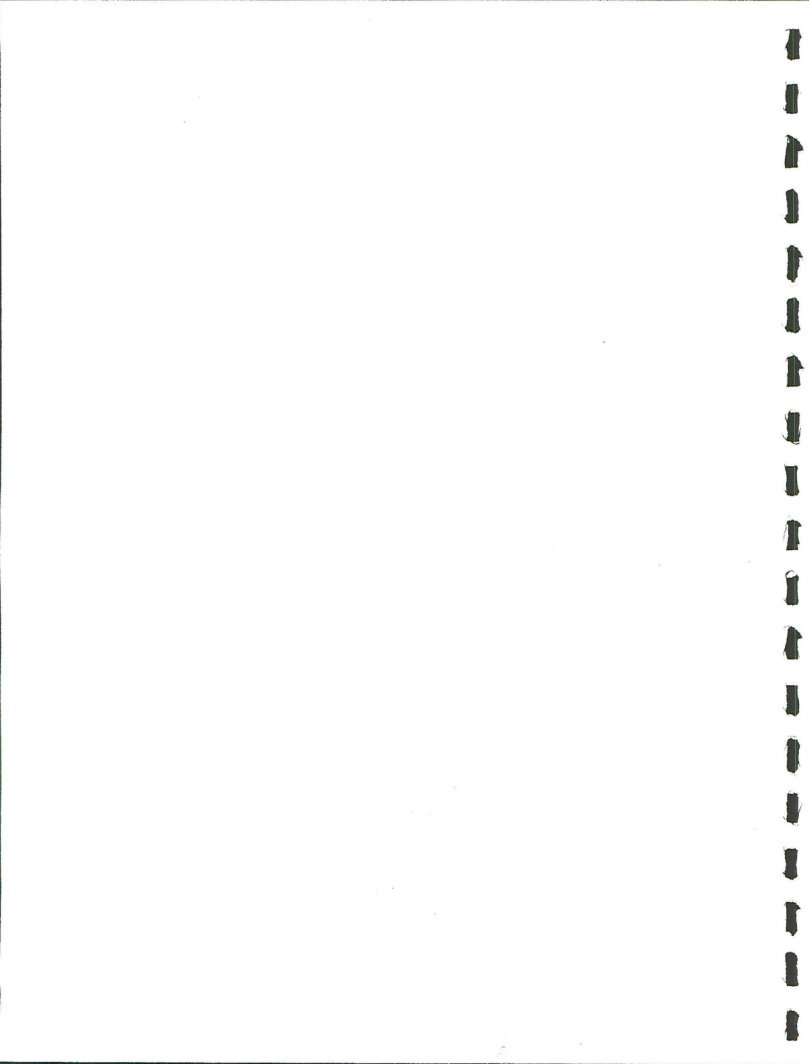
O & G OTC Lease Issuance

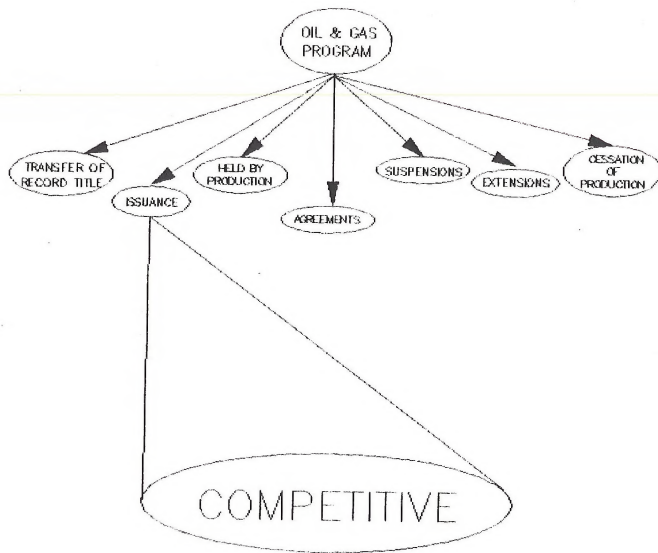
INPUT	PROCESS	OUTPUT
Transfer collection documents	1. Transfer collection documents are batched with those from all other BLM states and amounts are totaled.	Batched transfer documents
Other collection documents	2. Batched documents are sent to Production Control for keying.	
Keyed documents	3. After keying, collection documents are filed for reference.	Keyed documents

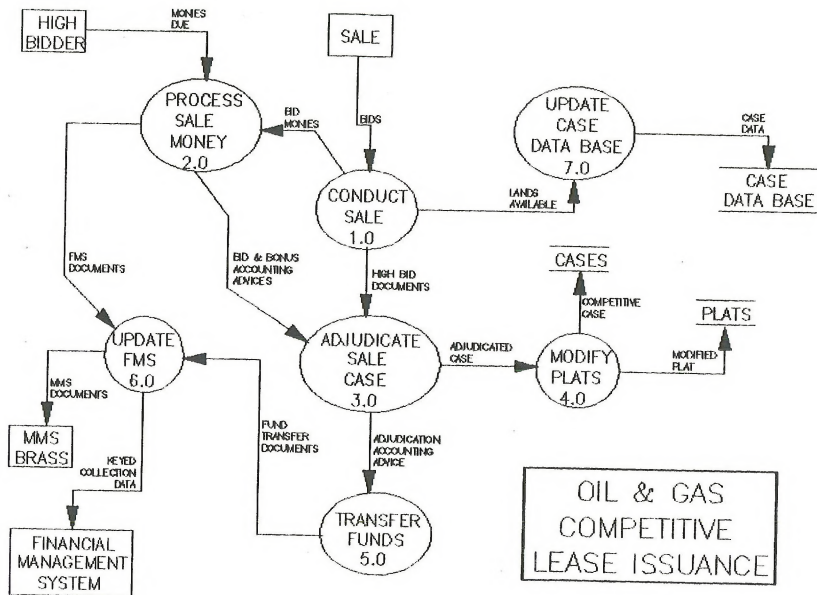
Service Center
Bubble 6.9 - Key Transfer Documents

O & G OTC Lease Issuance

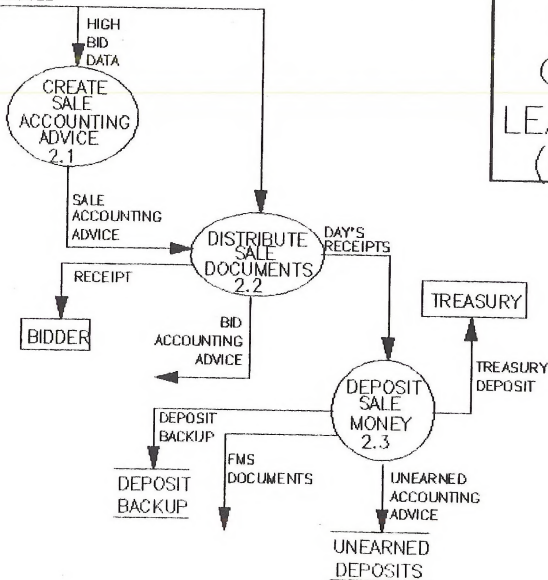
INPUT	PROCESS	OUTPUT
Batched transfer documents	<ol style="list-style-type: none">1. Documents are logged.2. Documents are keyed and verified keyed data is available for FMS update.3. Keyed documents are returned to Data Control for filing.	<p>Keyed transfer data</p> <p>Keyed documents</p>



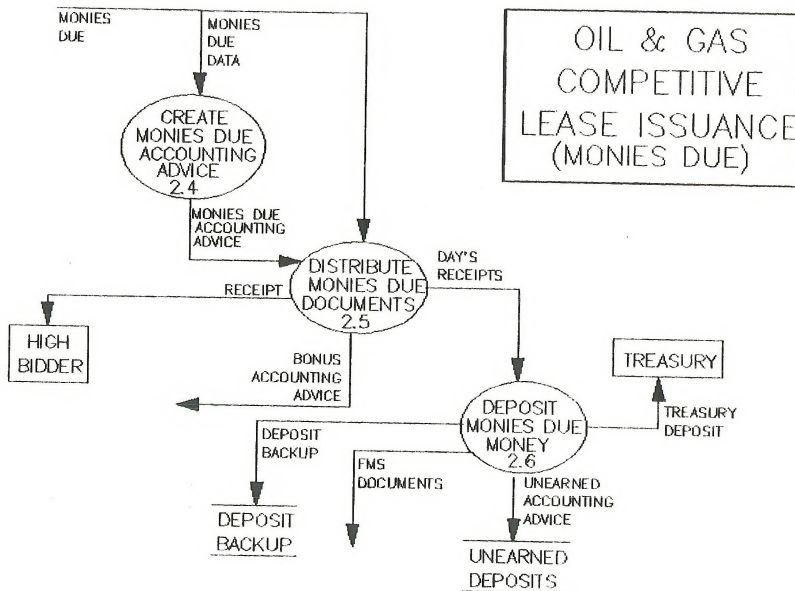




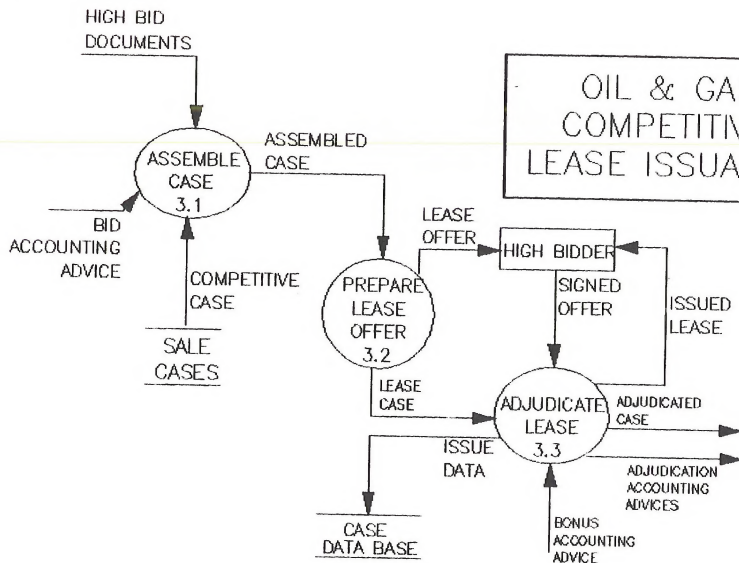
BID MONIES

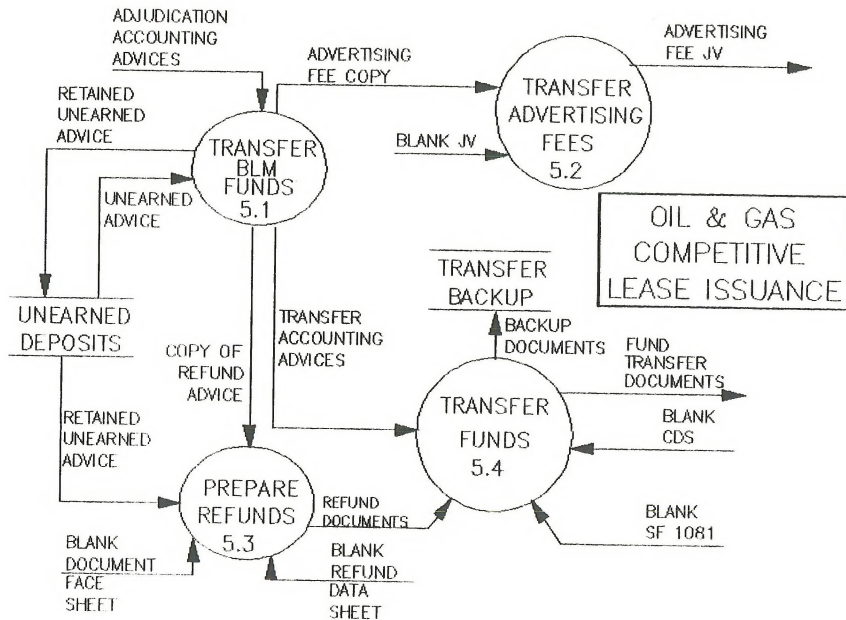


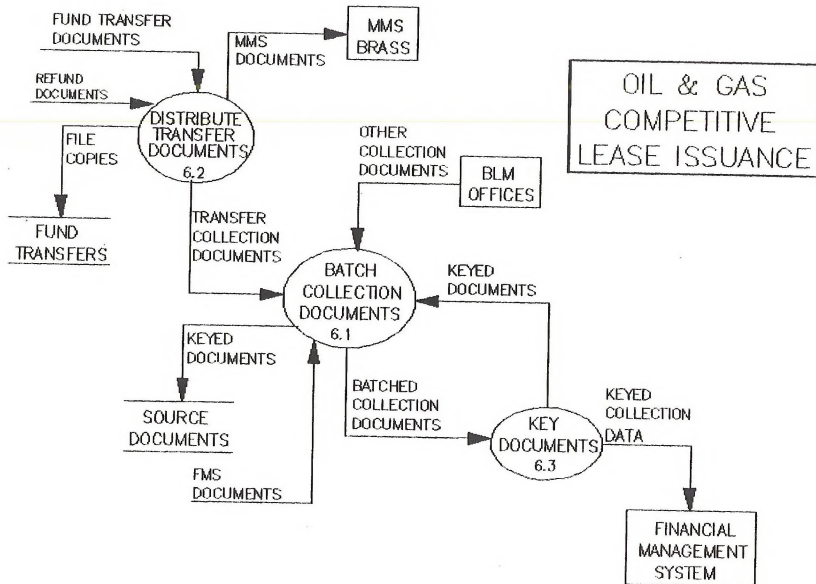
OIL & GAS
COMPETITIVE
LEASE ISSUANCE
(BID MONIES)



OIL & GAS COMPETITIVE LEASE ISSUANCE







INPUT	PROCESS	OUTPUT
Bids	<ol style="list-style-type: none">1. Bids are received by the sale official.2. Bids are opened and the high or accepted bids are sent to the Cashier/Accounts.3. Results and lands available lists are prepared and sent to Docket.4. The high bid documents are sent to Adjudication.	<p>Bid monies</p> <p>Lands available</p> <p>High bid documents</p>

State Office
Bubble 2.1 - Create Sale Accounting Advice

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
High bid data	<ol style="list-style-type: none">1. Following the sale, bid monies (which include 1/5 of the bonus), the case, and the bid form from the high bidder are sent to Cashier/Accounts.2. Remittances are verified and an accounting advice is prepared (machine prepared).	Sale accounting advice

INPUT	PROCESS	OUTPUT
Sale accounting advice	<p>1. The accounting advice is distributed:</p> <ul style="list-style-type: none"> - Pink copy is sent to the bidder as a receipt. - Green and gold copies are filed in the case folder. - White and yellow copies are sent to Accounts. 	<p>Receipt</p> <p>Bid accounting advice</p>
Bid monies	<p>2. The day's receipts are accumulated. A machine printout is prepared and verified with accounting machine tapes. The listing, with money received, and the white and yellow accounting advices are sent to Accounts.</p>	<p>Day's receipts</p>

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> 1. A deposit ticket is prepared. 2. Funds are deposited in a Federal Reserve Bank* and the deposit ticket is confirmed. 3. A collection data sheet (CDS) is prepared for the Service Center (SC) Division of Finance. 4. Copies of the confirmed deposit ticket, CDS, yellow accounting advices, and receipt report are filed as a deposit backup. 5. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance. 6. The white copy of the accounting advice is filed in the unearned deposit notebooks. <p>*Note: Some BLM states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	<p>Treasury deposit</p> <p>Deposit backup</p> <p>FMS documents</p> <p>Unearned accounting advice</p>

State Office

O & G Competitive Lease Issuance

Bubble 2.4 - Create Monies Due Accounting Advice

INPUT	PROCESS	OUTPUT
Monies due data	<ol style="list-style-type: none"><li data-bbox="311 229 765 292">1. The 4/5 bonus due from the sale, first-year rental, and advertising fees are received by Cashier/Accounts.<li data-bbox="311 310 681 337">2. An accounting advice is created.	Monies due accounting advice

State Office
Bubble 2.5 - Distribute Monies Due Documents

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Monies due	1. The accounting advice is distributed:	Receipt
Monies due accounting advice	<ul style="list-style-type: none"> - Pink copy is sent to the bidder as a receipt. - Green and gold copies are sent to Adjudication. - White and yellow copies are sent to Accounts. 	Bonus accounting advice
	2. The day's receipts are accumulated. A machine printout is prepared and is verified with accounting machine tapes. The listing, with money received, and the white and yellow accounting advices are sent to Accounts.	Day's receipts

INPUT	PROCESS	OUTPUT
Day's receipts	1. A deposit ticket is prepared.	Treasury deposit
	2. Funds are deposited in a Federal Reserve Bank* and the deposit ticket is confirmed.	
	3. A collection data sheet (CDS) is prepared for the Service Center (SC) Division of Finance.	
	4. A copy of the confirmed deposit ticket, CDS, yellow accounting advices and receipt report is filed as a deposit backup.	Deposit backup
	5. A copy of the confirmed deposit ticket and CDS is sent to the SC Division of Finance.	FMS documents
	6. The white copy of the accounting advice is filed in the unearned deposit notebooks.	Unearned accounting advice
<p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the confirmed deposit ticket are sent to the Service Center Division of Finance by the bank.</p>		

State Office
Bubble 3.1 - Assemble Case

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Bid accounting advice	1. The input documents are received and assembled as a case.	Assembled case
Competitive case		
High bid documents		

State Office
Bubble 3.2 - Prepare Lease Offer

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Assembled case	1. An evaluation of the bonus bid is made and, if acceptable, a lease offer is prepared and sent to the high bidder.	Lease offer Lease Case

State Office
Bubble 3.3 - Adjudicate Lease

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Lease case	1. The signed offer is received from the high bidder.	
Signed offer	2. When all monies due (4/5 bonus, first-year rental, and advertising fees) are received, the lease is approved.	
Bonus accounting advice	3. The approved lease is sent to the bidder.	Issued lease
	4. The green copy of the accounting advice is completed and sent to Accounts.	Adjudication accounting advices
	5. The case data base is updated to reflect the actions taken.	Issue data
	6. The adjudicated case is sent to Docket.	Adjudicated case

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none">1. Plats are pulled, updated as required, and refiled.2. The case file is returned to Docket for filing	<p>Modified plat</p> <p>Competitive case</p>

State Office
Bubble 5.1 - Transfer BLM Funds

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Adjudication accounting advices	1. The adjudication accounting advice is reproduced, with one copy for each type of fund transfer (unearned, advertising etc.).	Advertising fee copy
Unearned advice	2. A corresponding copy of the adjudication accounting advice is pulled from the unearned accounts notebooks. Transfer amounts are corrected, if required and the white advice is returned to the notebook if a refund is due or all funds are not transferred. The modified advice is copied.	Retained unearned advice
		Transfer accounting advices
		Copy of refund advice

State Office
Bubble 5.2 - Transfer Advertising Fees

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Advertising fee copy	1. A journal voucher (JV) form is prepared to transfer advertising fees into the appropriate BLM account. It is sent to the SC Division of Finance.	Advertising fee JV
Blank JV		

State Office
Bubble 5.3 - Prepare Refunds

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Copy of refund advice	1. The retained (white) unearned advice is pulled from the unearned deposits notebook.	Refund documents
Retained unearned advice	2. A blank refund data sheet and blank CDS are completed. These documents are sent to the SC Division of Finance.	
Blank refund data sheet		
Blank document face sheet		

State Office
Bubble 5.4 - Transfer Funds

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Transfer accounting advices	1. A CDS and SF1081 are prepared to reflect the funds being transferred to MMS.	
Blank SF1081	2. A copy of the SF1081 and CDS is filed.	Backup documents
Blank CDS	3. Copies of the SF1081, CDS, and the green accounting advices, along with any refund documents, are sent to the SC Division of Finance.	Fund transfer documents
Refund documents		

Service Center
Bubble 6.1 - Batch Collection Documents

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the FMS documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to Production Control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

Service Center
Bubble 6.2 - Distribute Transfer Documents

O & G Competitive Lease Issuance

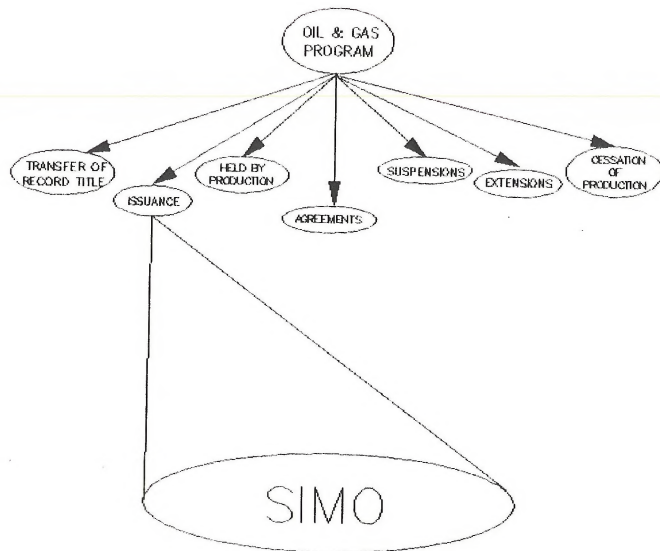
INPUT	PROCESS	OUTPUT
Fund transfer documents	<ol style="list-style-type: none"> 1. The Fund Transfer Documents (SF1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared. 2. A copy of the SF1081 and green accounting advices are sent to MMS. 3. A copy of the SF1081 and CDS are filed. 4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System. 	<p>MMS documents</p> <p>File copies</p>
Refund documents	<ol style="list-style-type: none"> 5. Refund documents, if present, are balanced; necessary documents are prepared and sent to Data Control for entry into the Financial Management System. 	<p>Transfer collection documents</p>

Service Center
Bubble 6.3 - Key Documents

O & G Competitive Lease Issuance

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Documents are logged, keyed, and verified.2. Keyed documents are logged out and returned to Data Control for filing.3. Data keyed is available for update of the Financial Management System.	<p>Keyed documents</p> <p>Keyed collection data</p>

INPUT	PROCESS	OUTPUT
Lands available	<ol style="list-style-type: none">1. A case is established on the case data base, using data from the results and lands available lists.2. The results and lands available lists are filed.	Case data



BLM &
STATE
OFFICES

AVAILABLE
PARCELS

PREPARE
LANDS
AVAILABILITY
LIST
1.0

LANDS
AVAILABLE
LIST

OIL & GAS
SIMO LEASE
ISSUANCE

TREASURY

TREASURY
DEPOSIT

APPLICATION
MONIES

CONDUCT
DRAWING
2.0

POST
DRAWING
RECONCILIATION

BLM &
STATE
OFFICES

DEPOSIT
MONEY
6.0

ASSEMBLED
CASE

SO FUND
DOCUMENTS

DISTRIBUTE
STATE
FUNDS
8.0

MMS
BRASS

FMS
DOCUMENTS

FUND
TRANSFER
DOCUMENTS

ADD LEASE
ACCOUNTING
ADVICE
3.0

ADJUDICATED
CASE

SC FUND
DOCUMENTS

UPDATE
FMS
7.0

ADJUDICATE
CASE
4.0

SC
FINANCE

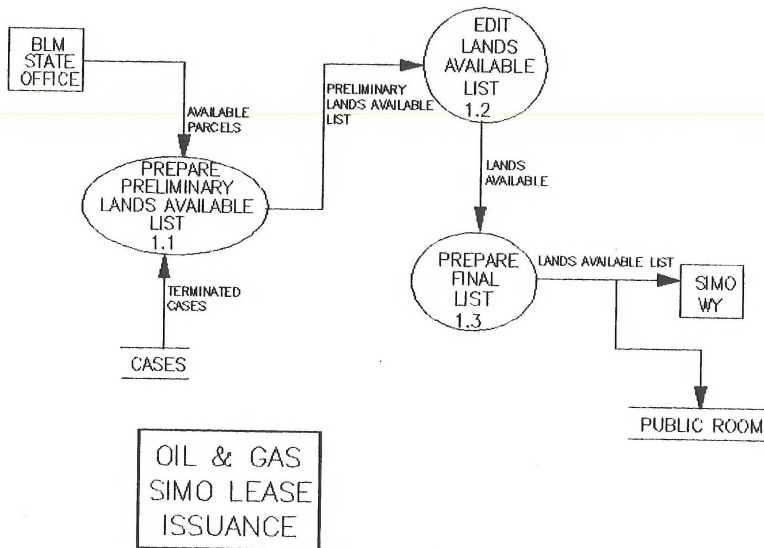
MMS
DOCUMENTS

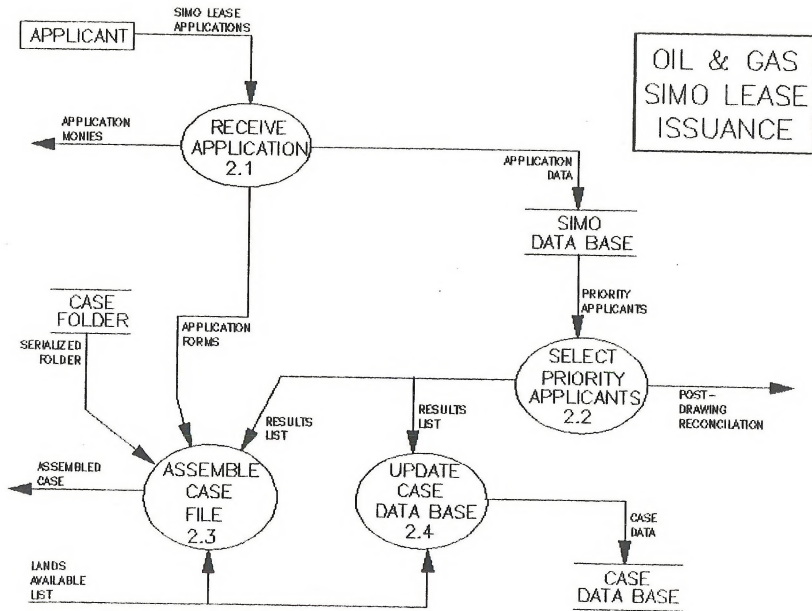
TRANSFER
FUNDS
5.0

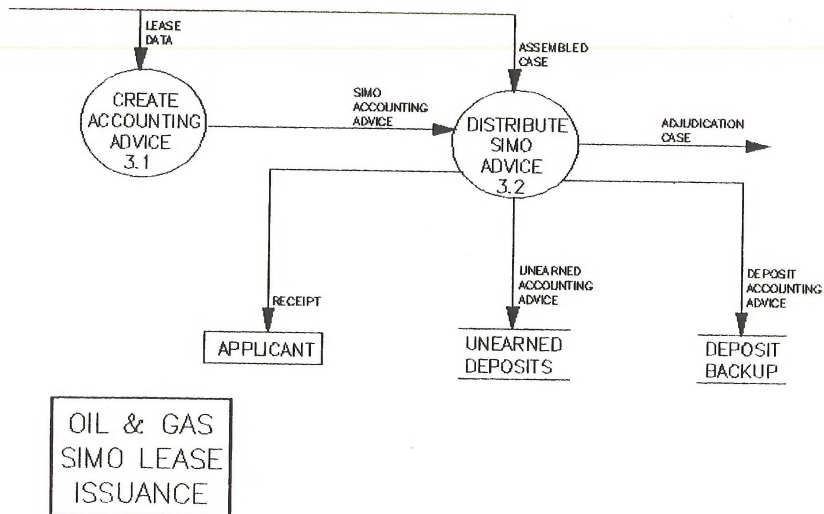
ADJUDICATION
ACCOUNTING
ADVICE

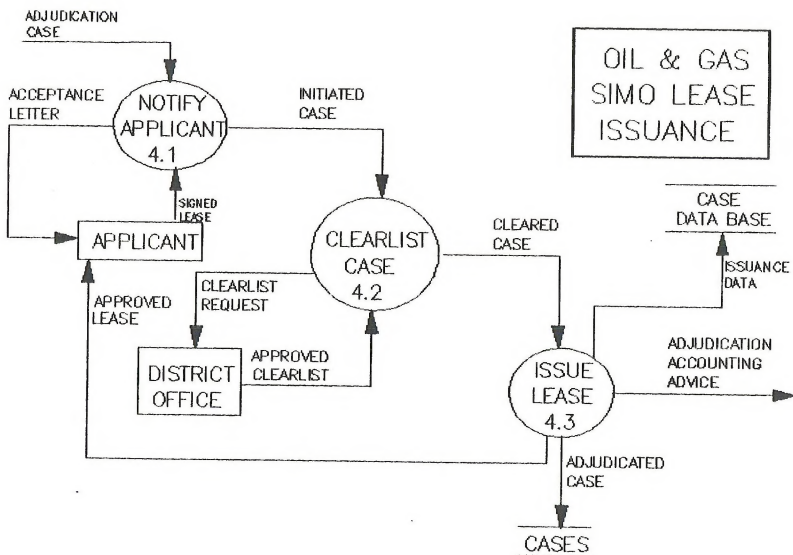
KEYED
COLLECTION
DATA

FINANCIAL
MANAGEMENT
SYSTEM









ADJUDICATION
ACCOUNTING
ADVICE

VERIFY
AMOUNTS
5.1

VERIFIED
ADVICES

UNEARNED
ACCOUNTING
ADVICE

UNEARNED
DEPOSITS

PREPARE
TRANSFER
CDS
5.2

BLANK
CDS

TRANSFER
DOCUMENTS

PREPARE
TRANSFER
SF 1081
5.3

BLANK
SF 1081

TREASURY
TRANSFER
DOCUMENTS

DISTRIBUTE
FUND TRANSFER
DOCUMENTS
5.4

FILE
COPY

TRANSFER
BACKUP

FUND
TRANSFER
DOCUMENTS

OIL & GAS
SIMO LEASE
ISSUANCE

APPLICATION
MONIES

BLANK
CDS

PREPARE
DEPOSIT
CDS
6.1

MONIES FOR
DEPOSIT

OIL & GAS
SIMO LEASE
ISSUANCE

FMS
DOCUMENTS

DEPOSIT
SIMO
APPLICATIONS
MONIES
6.2

DEPOSIT
BACKUP

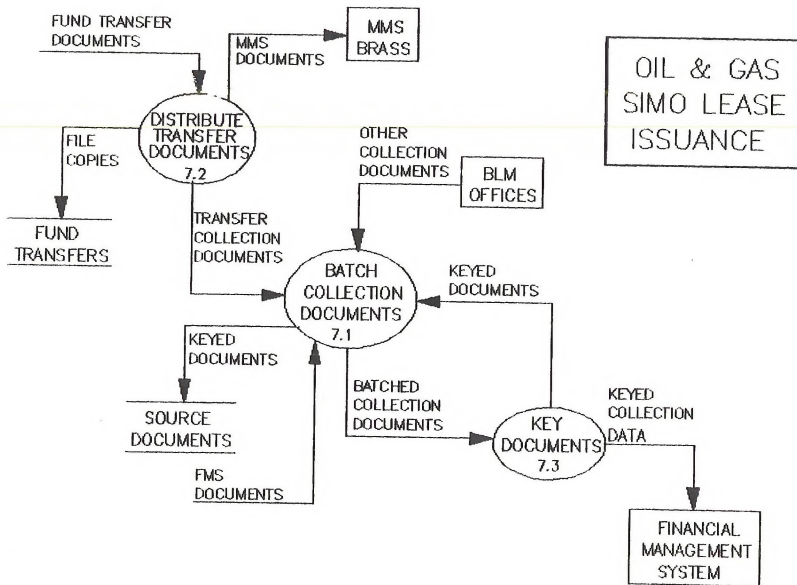
DEPOSIT
BACKUP

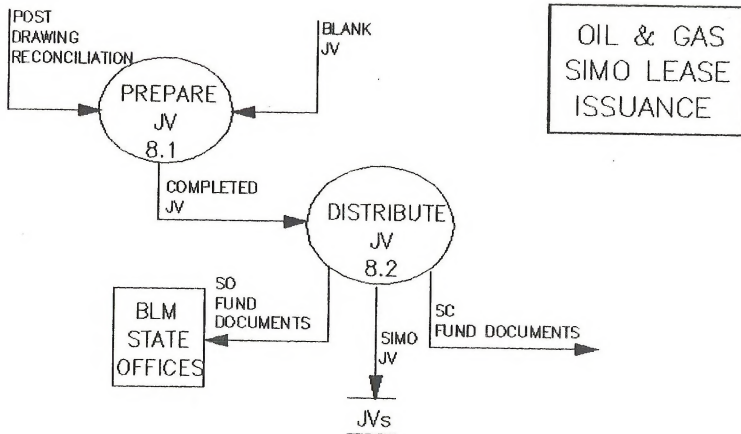
UNEARNED
DOCUMENTS

UNEARNED
DEPOSITS

TREASURY
DEPOSIT

TREASURY





INPUT	PROCESS	OUTPUT
Available parcels Terminated cases	<ol style="list-style-type: none">1. A preliminary list of lands available for a SIMO drawing is prepared from the MMS Termination List, relinquishments, previous SIMO lists, etc.2. The lands are checked to ensure units have not been formed, plat information is current, terminated and expired cases are closed, etc.3. The list is sent to the district office for clearlisting.* <p>*Note: In some states clearlisting occurs at the State Office level.</p>	Preliminary lands available list

State Office
Bubble 1.2 - Edit Lands Available List

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Preliminary lands available list	<ol style="list-style-type: none">1. The list is checked to ensure none of the land has become part of a KGS, is in or near a wilderness area, or has been removed from availability.2. Such lands are removed from the list or have their acreage modified.	Lands available

State Office
Bubble 1.3 - Prepare Final List

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Lands available	<ol style="list-style-type: none">1. The final lands available list is prepared. A copy is posted in the Public Room on the first working day of each even-numbered month and a copy is sent to the Wyoming State Office.2. The lands available list is reproduced and mailed on the first day of the applicable month to individuals and corporations that have requested it.	Lands available list

State Office
Bubble 2.1 - Receive Application

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
SIMO lease applications	1. Applications consisting of 3112 forms, a filing fee, and the first year's rental fee are submitted to the Wyoming State Office.	
	2. The forms are machine processed and a SIMO data base of applications is initiated and updated.	Application data
	3. Following machine processing, the applications are filed until case folders are assembled.	Application forms
	4. The monies are sent to Cashier/Accounts.	Application monies

State Office
Bubble 2.2 - Select Priority Applicants

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Priority applicants	<ol style="list-style-type: none"> 1. A computer program is run from which priority applicants are randomly selected based on the parcels of land applied for. 2. A results list, which contains the parcel number, case serial number, applicant's number, and priority applicant's name and address, is produced and sent to Docket. A copy is also made available for the case folder. 3. A Post-Drawing Reconciliation report, which is used by Accounts to transfer funds to the other BLM State Offices, is computer produced. 	<p>Results list</p> <p>Post-drawing reconciliation</p>

State Office
Bubble 2.3 - Assemble Case File

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Serialized folder	1. A serialized folder is obtained for each parcel of land that received applications.	Assembled case
Application forms and lands available list	2. The priority applicants' SIMO lease application forms and copies of the lands available and results list are placed in the case folder.	
Results list	3. The case folder is sent to Adjudication.	

State Office
Bubble 2.4 - Update Case Data Base

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Lands available list	1. Using information from the two lists, a case is established on the case data base.	Case data
Results list	2. A serial register page is printed and verified against data on the two lists.	

INPUT	PROCESS	OUTPUT
Lease data	1. A SIMO accounting advice is created using information from the assembled case file.	SIMO accounting advice

INPUT	PROCESS	OUTPUT
SIMO accounting advice	1. The pink copy of the accounting advice is sent to the applicant.	Receipt
Assembled case	2. The green and gold copies of the accounting advice are placed in the case folder.	
	3. The white copy is filed in the unearned deposits notebooks.	Unearned accounting advice
	4. The yellow copy is filed as a deposit backup.	Deposit accounting advice
	5. The case folder is sent to Adjudication.*	Adjudica- tion case
	*Note: Adjudication may receive the folder before an accounting advice is prepared. Before the lease can be issued, an accounting advice must be prepared.	

State Office
Bubble 4.1 - Notify Applicant

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Adjudication case	1. A decision letter, including a lease and stipulations, is sent via certified mail to the applicant for signature.* The applicant has 30 days in which to respond.	Acceptance letter
Signed lease	2. Signed lease and stipulations are returned to the adjudicator. These documents are placed in the case folder. *Note: If the lease is not signed, the land can be offered to the second priority applicant by requesting the Wyoming Office to redraw the parcel, or the land can be reposted on a subsequent SIMO list.	Initiated case

State Office
Bubble 4.2 - Clearlist Case

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Initiated case	1. A clearlist request is sent to the district office* to ensure there are no reasons the lease should not be approved (KGS, wilderness, etc.).	Clearlist request
Approved clearlist	2. A copy of the clearlist approval is placed in the case folder. 3. If the case is not clearlisted, the lease is not approved and the applicant is notified. *Note: In some states clearlisting is accomplished at the State Office level.	Cleared case

INPUT	PROCESS	OUTPUT
Cleared case	1. After clearlisting, the lease is approved and signed. A copy of the signed lease plus rental information is sent to the applicant.	Approved lease
	2. The adjudication accounting advice is completed and sent to Accounts.	Adjudication accounting advice
	3. The adjudicated case is filed.	Adjudicated case
	4. Issuance data is used to update the case data base action code, date, and remarks fields.	Issuance data

State Office
Bubble 5.1 - Verify Amounts

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Adjudication accounting advice	1. For each green accounting advice, a corresponding white advice is pulled from an unearned deposits notebook.	Verified advices
Unearned accounting advice	2. Amounts are verified and necessary adjustments for refunds or retained monies are made.	

State Office
Bubble 5.2 - Prepare Transfer CDS
(Collection Data Sheet)

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Verified advices	1. A CDS indicating the amount of money for transfer to/from BLM accounts is prepared.	Transfer documents
Blank CDS	2. The green accounting advices are affixed to the CDS.	

State Office
Bubble 5.3 - Prepare Transfer SF1081

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Transfer documents	1. An SF1081 is prepared that indicates the amount of money for transfer from BLM to MMS.	Treasury transfer documents
Blank SF1081 form	2. The CDS and green accounting advices are affixed to the SF1081 form.	

State Office
Bubble 5.4 - Distribute Fund Transfer Documents

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Treasury transfer documents	<ol style="list-style-type: none"> 1. Copies of the CDS, SF1081 and white accounting advices are filed for transfer backup. 2. The remaining documents (SF1081, CDS, and green accounting advices) are sent to the Service Center for entry into the Financial Management System. 	<p>File copy</p> <p>Fund transfer documents</p>

State Office
Bubble 6.1 - Prepare Deposit CDS
(Collection Data Sheet)

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Application monies	1. A CDS showing the application filing fee and first-year rental is prepared.	Monies for deposit
Blank CDS	2. The application monies are affixed to the CDS.	

State Office
Bubble 6.2 - Deposit SIMO Application Monies*

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Monies for deposit	1. A deposit ticket is prepared.	
	2. Funds are deposited in a Federal Reserve Bank and the deposit ticket is confirmed.	Treasury deposit
	3. Copies of the confirmed deposit ticket and CDS are filed as a deposit backup.	Deposit backup
	4. Copies of the confirmed deposit ticket and CDS are sent to the SC Division of Finance.	FMS documents
	5. A copy of the CDS is filed in the unearned deposit notebooks.	Unearned documents
	*Note: This procedure applies only to the Wyoming State Office.	

INPUT	PROCESS	OUTPUT
FMS documents	1. Dollar amounts on the FMS documents (CDS and deposit ticket) received at the SC are verified and corrected as required.	
Transfer collection documents	2. The CDSs used to track funds transferred to MMS-BRASS are verified.	
Other collection documents	3. The FMS and transfer collection documents are batched with other collection documents, balanced, and forwarded to production control for keying.	Batched collection documents
Keyed documents	4. After keying, collection documents are returned to Data Control and filed.	Keyed documents

Service Center
Bubble 7.2 - Distribute Transfer Documents

O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Fund transfer documents	1. The Fund Transfer Documents (SF 1081, CDS, and green accounting advices) are balanced. An offsetting CDS is prepared.	
	2. Copies of the SF 1081 and green accounting advices are sent to MMS.	MMS documents
	3. Copies of the SF 1081 and CDS are filed.	File copies
	4. Remaining copies of the CDS are sent to Data Control for entry into the Financial Management System.	Transfer collection documents

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Documents are logged, keyed, and verified.2. Keyed documents are logged out and returned to Data Control for filing.3. Data keyed is available for update of the Financial Management System (FMS).	<p>Keyed documents</p> <p>Keyed collection data</p>

State Office
Bubble 8.1 - Prepare JV (Journal Voucher)

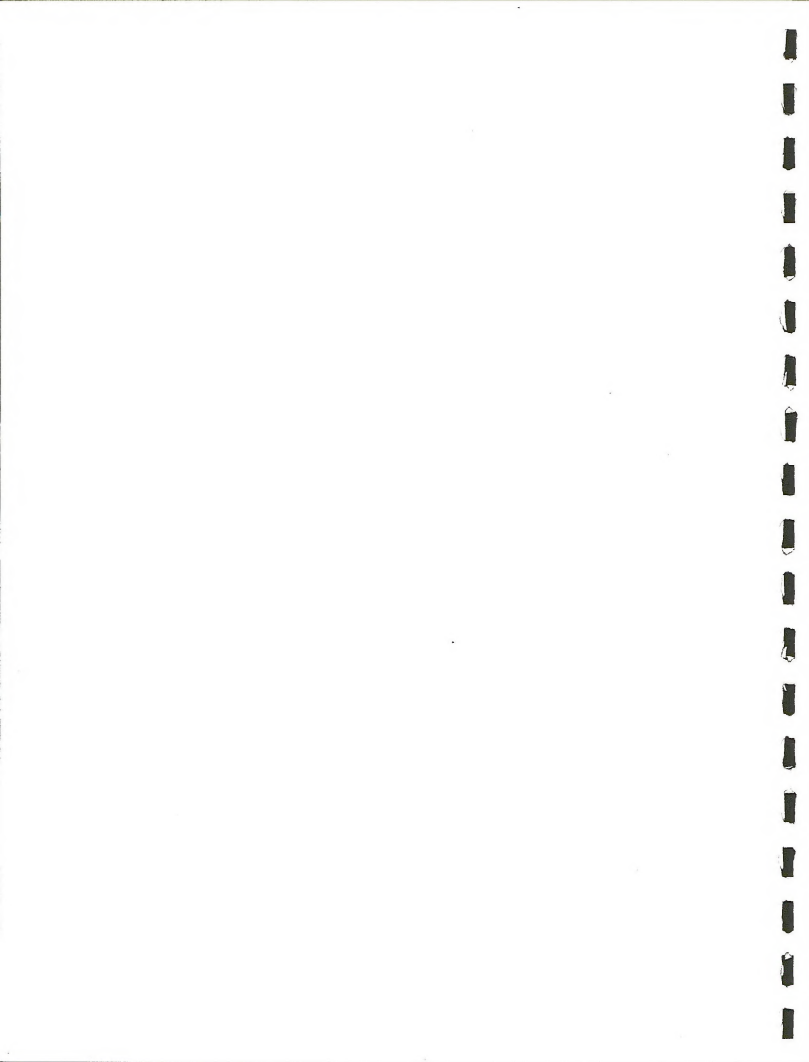
O & G SIMO Lease Issuance

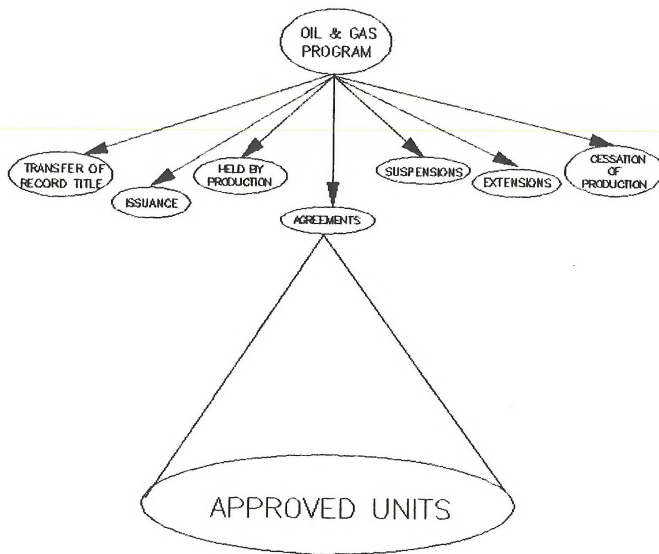
INPUT	PROCESS	OUTPUT
Postdrawing reconciliation	1. Using the Post-Drawing Reconciliation report, a journal voucher is prepared to transfer funds to the different BLM State Offices.	Completed JV
Blank JV		

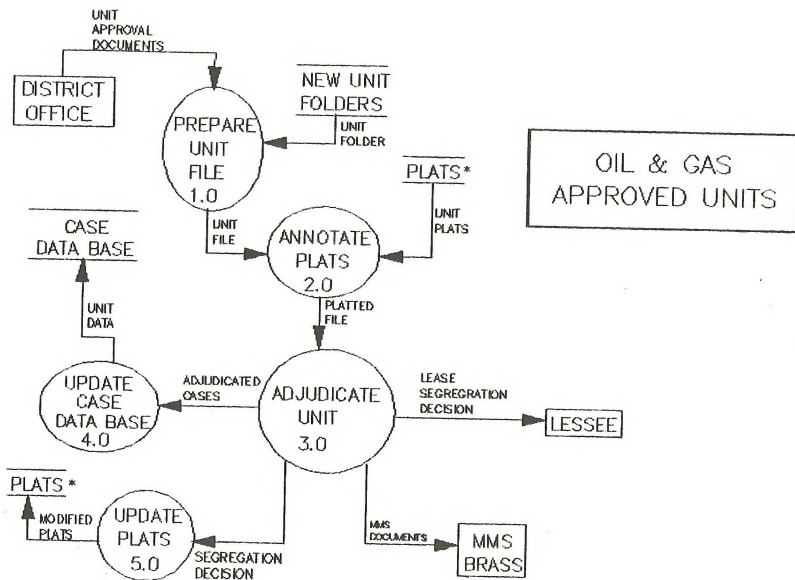
State Office
Bubble 8.2 - Distribute JV (Journal Voucher)

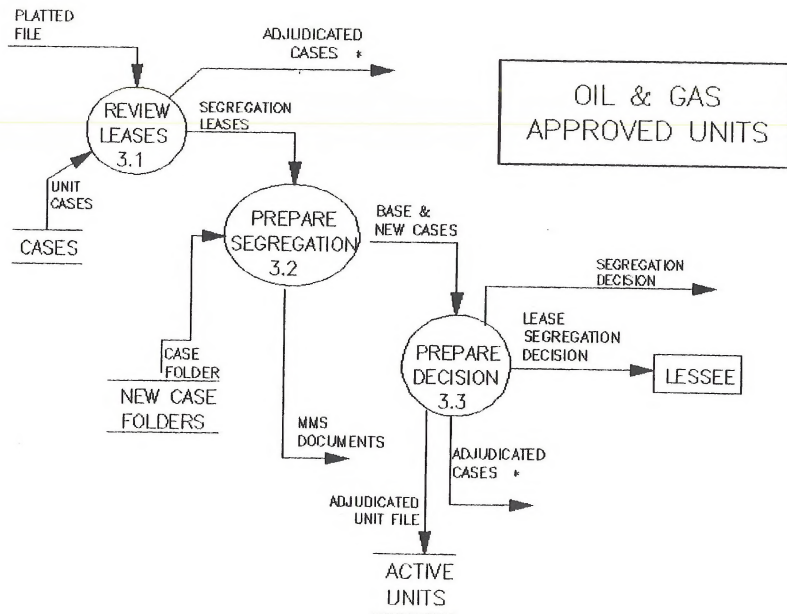
O & G SIMO Lease Issuance

INPUT	PROCESS	OUTPUT
Completed JV	<ol style="list-style-type: none">1. A copy of the journal voucher document is sent by the Wyoming State Office to the BLM State Office having jurisdiction.2. A copy of each journal voucher is filed.3. A copy of each journal voucher is sent to the SC Division of Finance.	<p>S.O. fund documents</p> <p>SIMO JV</p> <p>SC fund documents</p>

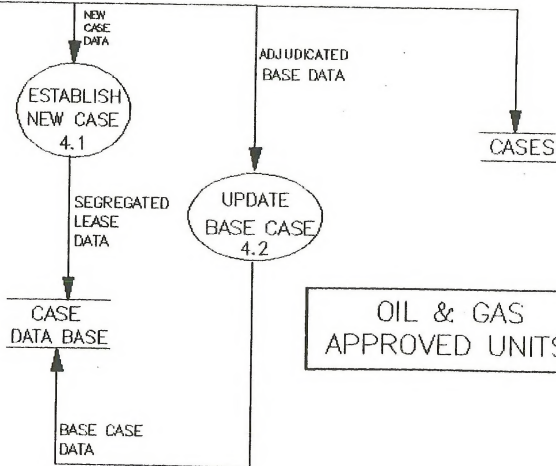








ADJUDICATED
CASES



State Office
Bubble 1.0 - Prepare Unit File

O & G Approved Units

INPUT	PROCESS	OUTPUT
Unit approval documents	1. Adjudicators initiate a new unit file* by obtaining a new unit folder and assigning it a serial number.	Unit file
Unit folder	<p>*Note: In some states, unit/serial numbers may be assigned at the district office level. The unit/serial number pertains to the unit that is established. Individual leases within the unit retain their case numbers.</p>	

INPUT	PROCESS	OUTPUT
Unit file	1. Plat(s) pertaining to the unit are pulled and annotated. They are placed in the unit file.	Platted file
Unit plats		

State Office
Bubble 3.1 - Review Leases

O & G Approved Units

INPUT	PROCESS	OUTPUT
Platted file	1. The plats and leases in the unit are reviewed, land descriptions are verified, and ownership is validated.	
Unit cases	2. Leases totally in the unit are identified, stamped as being in the unit, and refiled.	Adjudicated cases
	3. Leases not totally within the unit require segregation.	Segregation leases

INPUT	PROCESS	OUTPUT
Segregation leases	1. Leases requiring segregation are divided into the portion inside the unit and the portion outside.	
Case folder	2. A new case* is established for that portion of the lease outside the unit. The portion of the lease within the unit normally remains as the base* case.	Base & new cases
	3. An accounting advice indicating changed acreages and rents is prepared and sent to Accounts for mailing to MMS BRASS.	MMS documents
	4. The gold copy of the accounting advice is filed in the new case folder. The remaining copies of the accounting advice are destroyed.	
	*Note: The base case could become the segregated lease if the segregated portion (that which is outside the boundary of the unit being formed) contains a producing well.	

State Office
Bubble 3.3 - Prepare Decision

O & G Approved Units

INPUT	PROCESS	OUTPUT
Base & new cases	1. A decision letter is prepared and sent to each lessee. Signed papers are placed in the case folders.	Lease segregation decision
	2. The adjudicated cases are sent to Docket.	Adjudicated cases
	3. The adjudicated unit folder is filed.	Adjudicated unit file
	4. A copy of the segregation decision is sent to Records.	Segregation decision

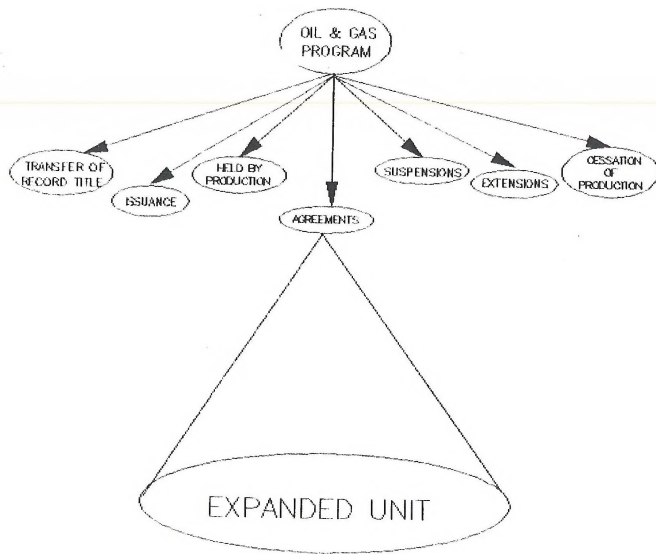
INPUT	PROCESS	OUTPUT
New case data	1. Data from the segregation case file is used to create a new case record on the case data base.	Segregated lease data

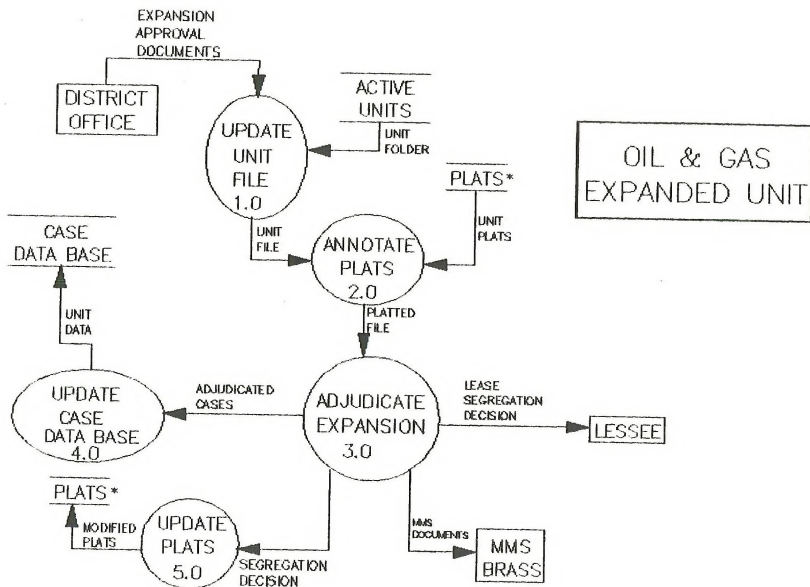
State Office
Bubble 4.2 - Update Base Case

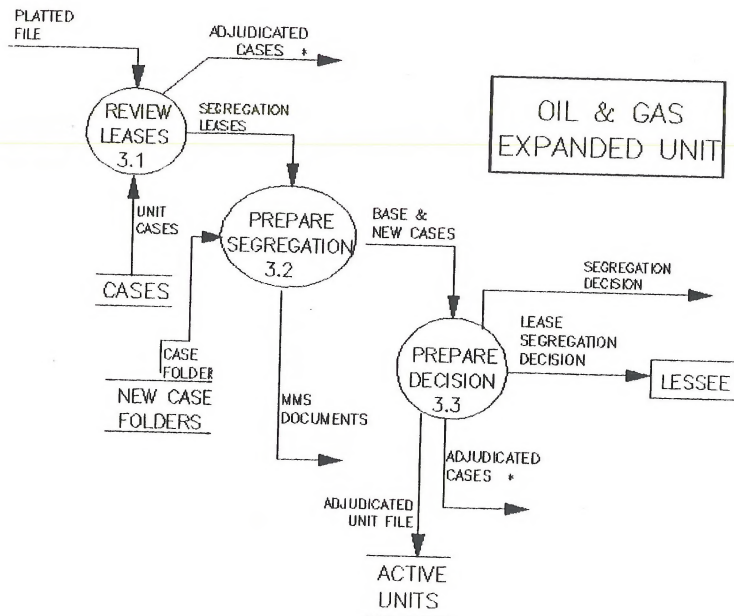
O & G Approved Units

INPUT	PROCESS	OUTPUT
Adjudicated base data	1. Data from the base case file is used to enter action code, date, and remarks into the case base record.	Base case data
Adjudicated cases	2. The base and segregation cases are filed.	Adjudicated cases

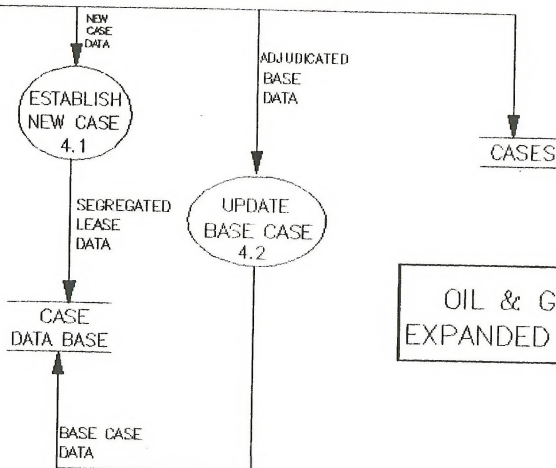
INPUT	PROCESS	OUTPUT
Segregation decision	1. Plats are changed as required and filed.	Modified plats







ADJUDICATED
CASES



OIL & GAS
EXPANDED UNIT

State Office
Bubble 1.0 - Update Unit File

O & G Expanded Unit

INPUT	PROCESS	OUTPUT
Expansion approval documents	1. The approval documents are placed in the unit folder.	Unit file
Unit folder		

INPUT	PROCESS	OUTPUT
Unit file	1. The unit plat is pulled and expanded areas are noted. The plat is placed in the unit folder.	Platted file
Unit plats		

State Office
Bubble 3.1 - Review Leases

O & G Expanded Unit

INPUT	PROCESS	OUTPUT
Platted file	1. The plats and leases in the unit are reviewed, land descriptions are verified, and ownership is validated.	
Unit cases	2. Leases and leases-added-through-expansion that are totally within the unit are identified. The folders of those releases totally within the expanded unit are stamped and refiled.	Adjudicated cases
	3. Leases not totally within the expanded unit require segregation.	Segregation leases

INPUT	PROCESS	OUTPUT
Segregation leases	1. Leases requiring segregation are divided into the portion inside the unit and the portion outside.	
Case folder	2. A new case* is established for that portion of the lease outside the unit. The portion of the lease within the unit normally remains as the base* case.	Base & new cases
	3. An accounting advice indicating changed acreages and rents is prepared and sent to Accounts for mailing to MMS BRASS	MMS documents
	4. The gold copy of the accounting advice is filed in the segregation case folder. The remaining copies of the accounting advice are destroyed.	
	*Note: The base case could become the segregated lease if the segregated portion (that which is outside the boundary of the unit being expanded) contains a producing well.	

State Office
Bubble 3.3 - Prepare Decision

O & G Expanded Unit

INPUT	PROCESS	OUTPUT
Base & new cases	<ol style="list-style-type: none"> 1. A decision letter is prepared and sent to the lessee. Signed documents are placed in the case folders. 2. The adjudicated cases are sent to Docket. 3. The adjudicated unit folder is filed. 4. A copy of the segregation decision is sent to Records. 	<p>Lease segregation decision</p> <p>Adjudicated cases</p> <p>Adjudicated unit file</p> <p>Segregation decision</p>

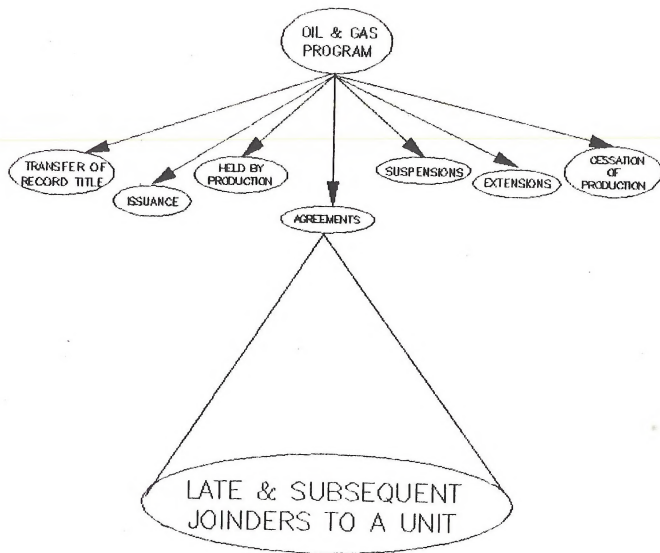
INPUT	PROCESS	OUTPUT
New case data	1. Data from the segregation case file is used to create a new case record on the case data base.	Segregated lease data

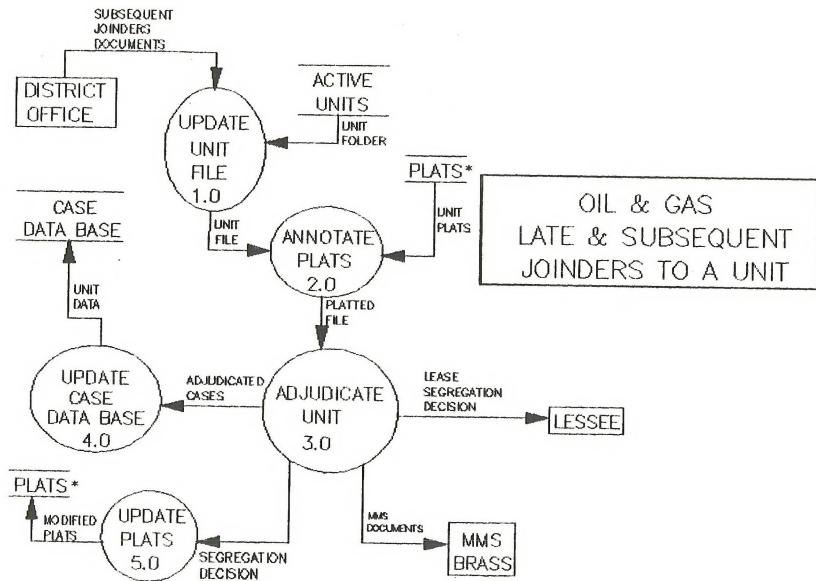
State Office
Bubble 4.2 - Update Base Case

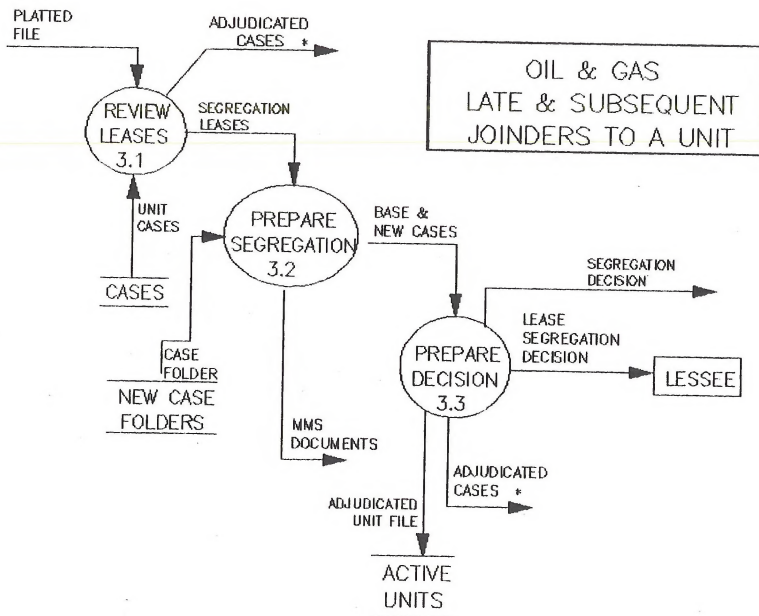
O & G Expanded Unit

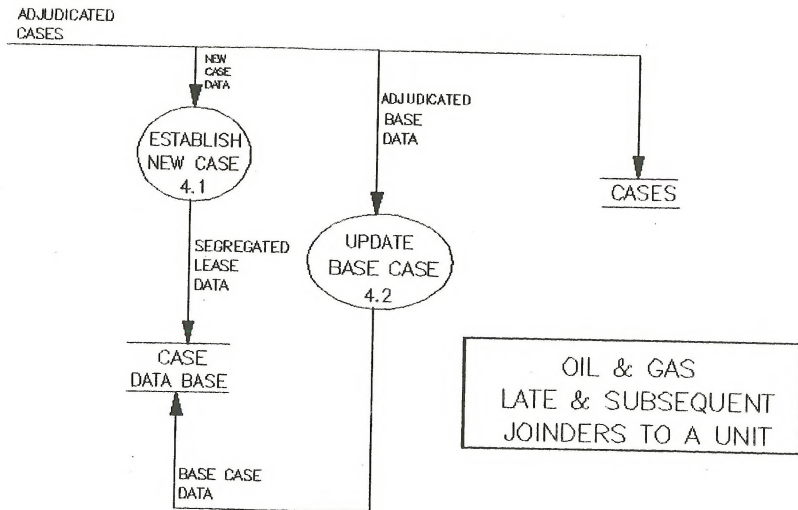
INPUT	PROCESS	OUTPUT
Adjudicated base data	1. Data from the base case file is used to enter action code, date, and remarks into the case base case record.	Base case data
Adjudicated cases	2. The base and segregation cases are filed.	Adjudicated cases

INPUT	PROCESS	OUTPUT
Segregation decision	1. Plats are changed as required and filed.	Modified plats









State Office
Bubble 1.0 - Update Unit File

O & G Late and Subsequent
Joinders to a Unit

INPUT	PROCESS	OUTPUT
Subsequent joinders documents Unit folder	1. The documents are placed in the unit folder.	Unit file

INPUT	PROCESS	OUTPUT
Unit file	1. The unit plat is pulled and expanded areas are noted. The plat is placed in the unit folder.	Platted file
Unit plats		

State Office
Bubble 3.1 - Review Leases

O & G Late and Subsequent
Joinders to a Unit

INPUT	PROCESS	OUTPUT
Platted file	1. The plats and leases in the unit are reviewed, land descriptions are verified, and ownership is validated.	
Unit cases	2. Leases and leases-added-through-expansion that are totally within the unit are identified. The folders of those leases totally within the expanded unit are stamped and refilled.	Adjudicated cases
	3. Leases not totally within the unit require segregation.	Segregation leases

INPUT	PROCESS	OUTPUT
Segregation leases	1. Leases requiring segregation are divided into the portion inside the unit and the portion outside.	
Case folder	2. A new case* is established for that portion of the lease outside the unit. The portion of the lease within the unit normally remains as the base* case.	Base & new cases
	3. An accounting advice indicating changed acreages and rents is prepared and sent to Accounts for mailing to MMS BRASS.	MMS documents
	4. The gold copy of the accounting advice is filed in the segregation case folder. The remaining copies of the accounting advice are destroyed.	
	*Note: The base case could become the segregated lease if the segregated portion (that which is outside the boundary of the unit being expanded) contains a producing well.	

State Office
Bubble 3.3 - Prepare Decision

O & G Late and Subsequent
Joinders to a Unit

INPUT	PROCESS	OUTPUT
Base & new cases	1. A decision letter is prepared and sent to the lessee. Signed documents are placed in the case folders.	Lease segregation decision
	2. The adjudicated cases are sent to Docket.	Adjudicated cases
	3. The adjudicated unit folder is filed.	Adjudicated unit file
	4. A copy of the segregation decision is sent to Records.	Segregation decision

State Office
Bubble 4.1 - Establish New Case

O & G Late and Subsequent
Joinders to a Unit

INPUT	PROCESS	OUTPUT
New case data	1. Data from the segregation case file is used to create a new case record on the case data base.	Segregated lease data

State Office
Bubble 4.2 - Update Base Case

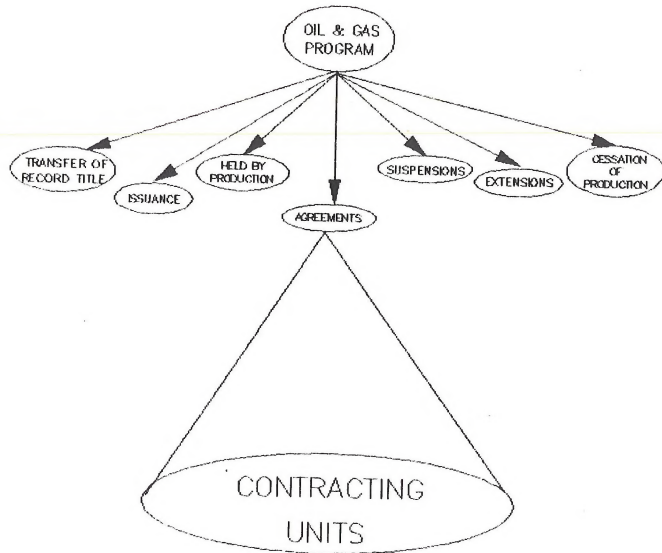
O & G Late and Subsequent
Joinders to a Unit

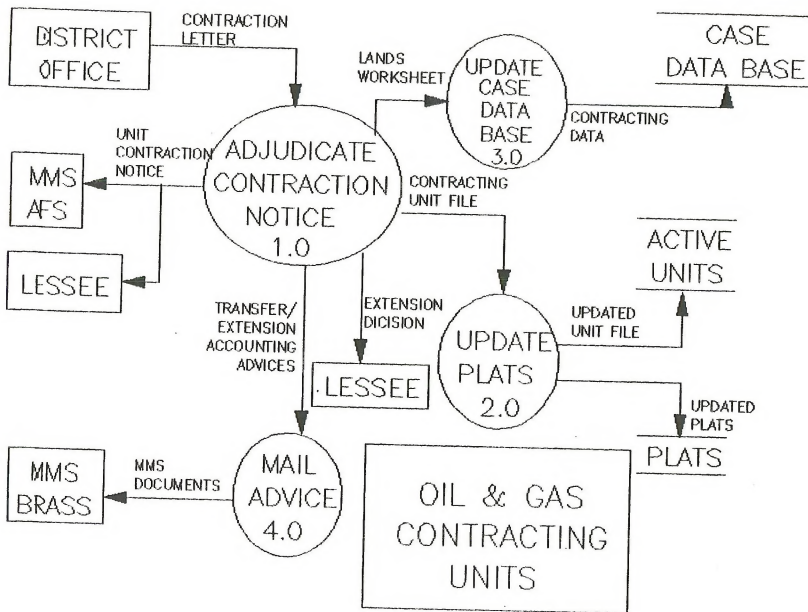
INPUT	PROCESS	OUTPUT
Adjudicated base data	1. Data from the base case file is used to enter action code, date, and remarks into the case data base record.	Base case data
Adjudicated case	2. The base and segregation cases are filed.	Adjudicated cases

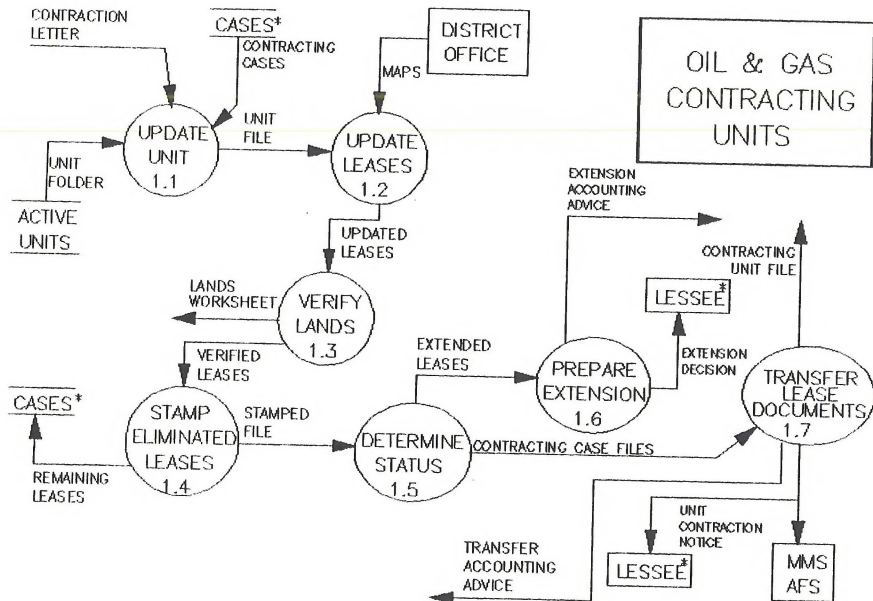
State Office
Bubble 5.0 - Update Plats

O & G Late and Subsequent
Joinders to a Unit

INPUT	PROCESS	OUTPUT
Segregation decision	1. Plats are changed as required and filed.	Modified plats







INPUT	PROCESS	OUTPUT
Contraction letter	1. The contraction letter is received by an adjudicator.	
Unit folder	2. The unit folder is pulled and annotated with the effective date of contraction.	
Contracting cases	3. The effective date of the contraction is placed on the unit card. Leases entirely eliminated from the unit are crossed through. 4. A copy of the contraction letter is filed in all lease folders committed to the unit prior to contraction.	Unit file

State Office
Bubble 1.2 - Update Leases

O & G Contracting Units

INPUT	PROCESS	OUTPUT
Unit file Maps	1. A copy of the map of the contracting unit is placed in all leases committed to the unit prior to contraction.	Updated leases

INPUT	PROCESS	OUTPUT
Updated leases	<ol style="list-style-type: none">1. The adjudicator verifies the lease numbers and land description of leases remaining in the unit.2. A worksheet (for file) is prepared and filed for leases that are only partially committed to the contracting unit.	Lands worksheet Verified leases

State Office
Bubble 1.4 - Stamp Eliminated Leases

O & G Contracting Units

INPUT	PROCESS	OUTPUT
Verified leases	<ol style="list-style-type: none">1. The case folder of each lease totally eliminated from the unit is stamped with the notation "unit contracted" and the effective date.2. The case folders for leases remaining in the unit are returned to Docket for filing.	<p>Stamped file</p> <p>Remaining leases</p>

INPUT	PROCESS	OUTPUT
Stamped file	<ol style="list-style-type: none">1. An adjudicator determines which leases are entitled to a two-year extension. The remaining leases retain their original expiration date.2. The contracting unit file is used to prepare an accounting advice* for leases being transferred to MMS BRASS. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	<p>Extended leases</p> <p>Contracting case files</p>

INPUT	PROCESS	OUTPUT
Extended leases	<ol style="list-style-type: none">1. An extension decision, which includes a new expiration date, rental due date, and rental amount, is prepared and sent to the lessee(s).2. An accounting advice* indicating changed acreages and rents is prepared and sent to Accounts. The gold copy is placed in the case folder. Remaining copies of the accounting advice are destroyed. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	<p>Extension decision</p> <p>Extension accounting advice</p>

INPUT	PROCESS	OUTPUT
Contracting case files	<ol style="list-style-type: none">1. A copy of the contraction notice is sent to MMS AFS and the lessee(s) for each nonproducing lease.2. An accounting advice* is prepared to notify MMS BRASS that a lease is being transferred from AFS. The advice is sent to Accounts.3. The unit file is sent to Records. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	<p>Unit contraction notice</p> <p>Transfer accounting advice</p> <p>Contracting unit file</p>

State Office
Bubble 2.0 - Update Plats

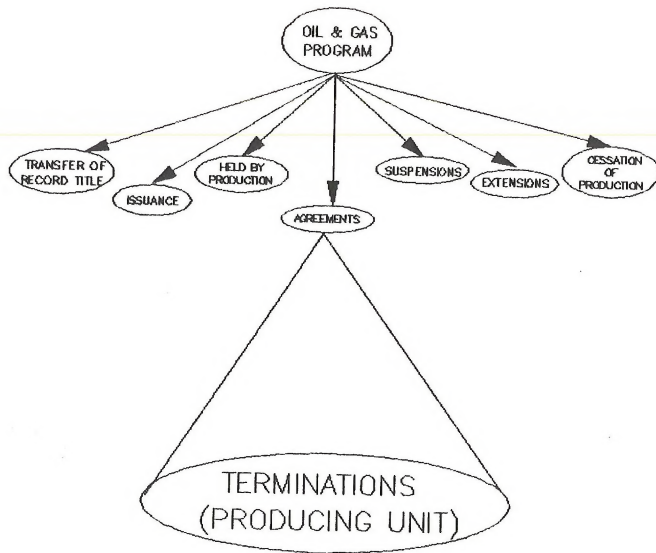
O & G Contracting Units

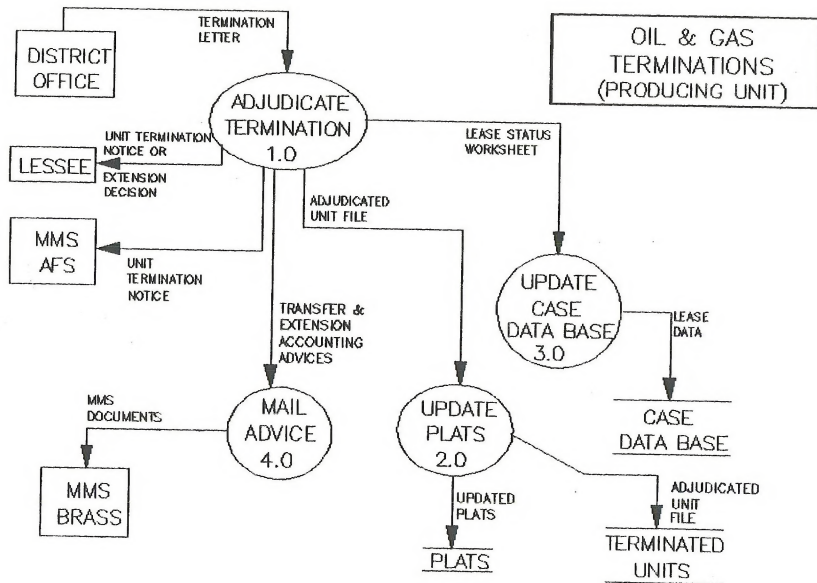
INPUT	PROCESS	OUTPUT
Contracting unit file	<ol style="list-style-type: none">1. Plats pertaining to the unit are pulled from the plat file.2. Plats are updated and refiled.3. The contracting unit file is returned to Adjudication and filed.	<p>Updated plats</p> <p>Updated unit file</p>

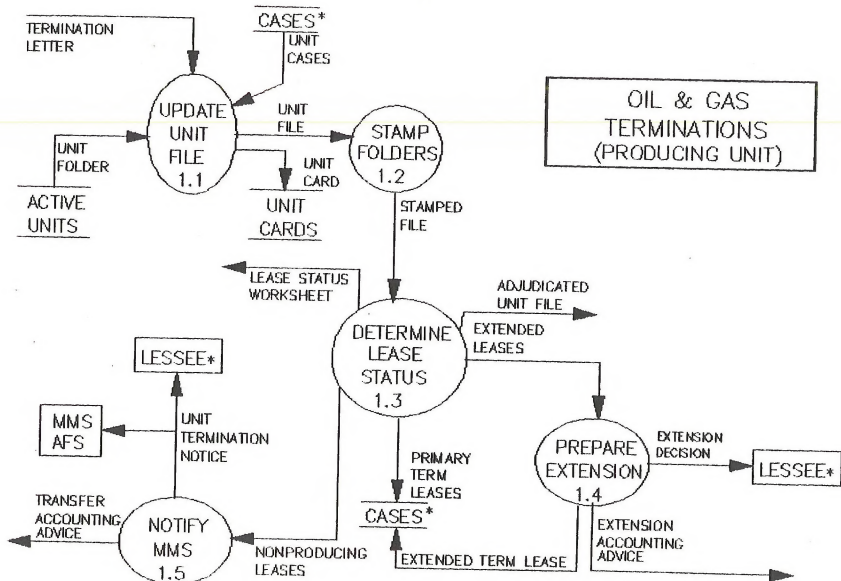
INPUT	PROCESS	OUTPUT
Lands worksheet	1. The worksheet is used to enter an action code, date, and remarks comment for each case eliminated from the unit.	Contracting data

INPUT	PROCESS	OUTPUT
Transfer and extension accounting advices	<ol style="list-style-type: none">1. The green copies of the accounting advices* prepared by Adjudication are mailed to MMS BRASS. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	MMS documents









INPUT	PROCESS	OUTPUT
Termination letter	1. The termination letter is received by an adjudicator.	
Unit folder	2. The termination date is added to the unit card. It is filed with the expired unit cards.	Unit card
Unit cases	3. The unit folder and unit cases are pulled from the files.	Unit file

State Office
Bubble 1.2 - Stamp Folders

O & G Terminations
(producing Unit)

INPUT	PROCESS	OUTPUT
Unit file	1. The unit folder and case folders of the unit file are stamped "unit terminated".	Stamped file

State Office
Bubble 1.3 - Determine Lease Status

O & G Terminations
(producing Unit)

INPUT	PROCESS	OUTPUT
Stamped file	<ol style="list-style-type: none"> 1. The adjudicator determines which leases are entitled to a two-year extension. The remaining leases retain their original expiration date. 2. A worksheet that lists leases extended and not extended is prepared and sent to Docket. 3. Leases that remain in their primary term are filed. 4. The adjudicated unit file is sent to Records. 	<p>Extended leases</p> <p>Lease status worksheet</p> <p>Primary term leases</p> <p>Adjudicated unit file</p> <p>Nonproducing leases</p>

State Office
Bubble 1.4 - Prepare Extension

O & G Terminations
(producing Unit)

INPUT	PROCESS	OUTPUT
Extended leases	1. An extension decision that includes the rental amount and due date is prepared and sent to the lessee(s).	Extension decision
	2. An accounting advice is prepared and sent to Accounts.	Extension accounting advice
	3. The extended leases are filed.	Extended term lease
	Note: In some states the accounting advice is prepared in Accounts.	

INPUT	PROCESS	OUTPUT
Nonproducing leases	<ol style="list-style-type: none">1. A copy of the unit termination notice is sent to MMS-AFS and to each lessee(s).2. For nonproducing leases an accounting advice* is prepared and sent to Accounts. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	Unit termination notice Transfer accounting advice

State Office
Bubble 2.0 - Update Plats

O & G Terminations
(producing Unit)

INPUT	PROCESS	OUTPUT
Adjudicated unit file	<ol style="list-style-type: none">1. The adjudicated unit file is used to update the lease plats. After updating, the plats are refiled.2. The adjudicated unit file is sent to Docket, where it is held and then sent to the Federal Records Center.	<p>Updated plats</p> <p>Adjudicated unit file</p>

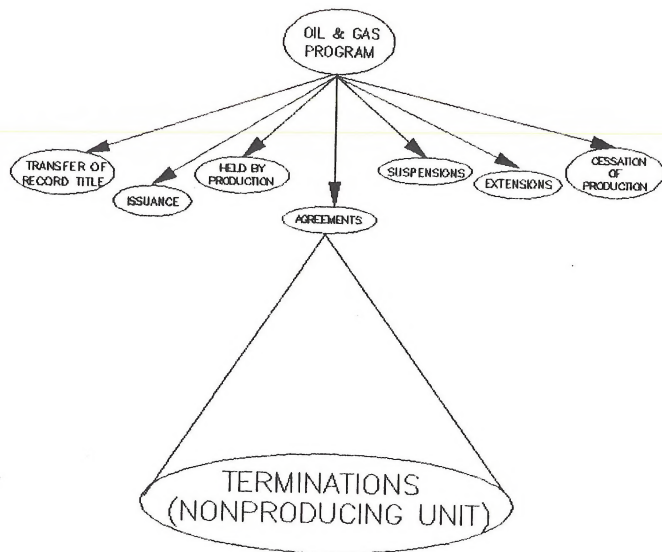
INPUT	PROCESS	OUTPUT
Lease status worksheet	1. The lease status worksheet is used to enter an action code, date, and remarks comment for each case in the terminated unit.	Lease data

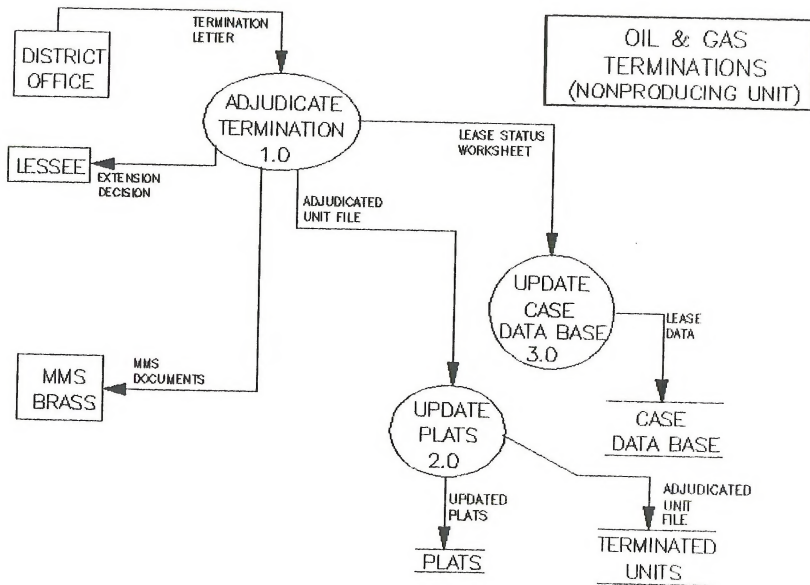
State Office
Bubble 4.0 - Mail Advice

O & G Terminations
(producing Unit)

INPUT	PROCESS	OUTPUT
Transfer and extension accounting advices	1. The green copies of the accounting advices prepared by Adjudication are mailed to MMS BRASS.	MMS documents







TERMINATION
LETTER

CASES *
UNIT
CASES

UNIT
FOLDER

ACTIVE
UNITS

UPDATE
UNIT
FILE
1.1

UPDATED
UNIT
CARD

UNIT
CARD

UNIT
FILE

STAMP
FOLDERS
1.2

STAMPED
FILE

OIL & GAS
TERMINATIONS
(NONPRODUCING UNIT)

DETERMINE
LEASE
STATUS
1.3

ADJUDICATED
UNIT FILE

EXTENDED
LEASES

LEASE STATUS
WORKSHEET

PRIMARY
TERM
LEASES

CASES *

EXTENDED TERM
LEASES

PREPARE
EXTENSION
1.4

EXTENSION
DECISION

LESSEE

MMS
DOCUMENTS

State Office
Bubble 1.1 - Update Unit File

O & G Terminations
(Nonproducing Unit)

INPUT	PROCESS	OUTPUT
Termination letter	1. The termination letter is received by an adjudicator.	
Unit folder	2. The termination date is added to the unit card. It is filed with the expired unit cards.	Updated unit card
Unit cases	3. The unit folder and associated unit cases are pulled from the files.	Unit file

State Office
Bubble 1.2 - Stamp Folders

O & G Terminations
(Nonproducing Unit)

INPUT	PROCESS	OUTPUT
Unit file	1. The unit folder and case folders of the unit file are stamped "unit terminated".	Stamped file

State Office
Bubble 1.3 - Determine Lease Status

O & G Terminations
(Nonproducing Unit)

INPUT	PROCESS	OUTPUT
Stamped file	1. The adjudicator determines which leases are entitled to a two-year extension. The remaining leases retain their original expiration date.	Extended leases
	2. A worksheet that lists leases extended and not extended is prepared and sent to Docket.	Lease status worksheet
	3. Leases that remain in their primary term are filed.	Primary term leases
	4. The adjudicated unit file is sent to Records.	Adjudicated unit file

State Office
Bubble 1.4 - Prepare Extension

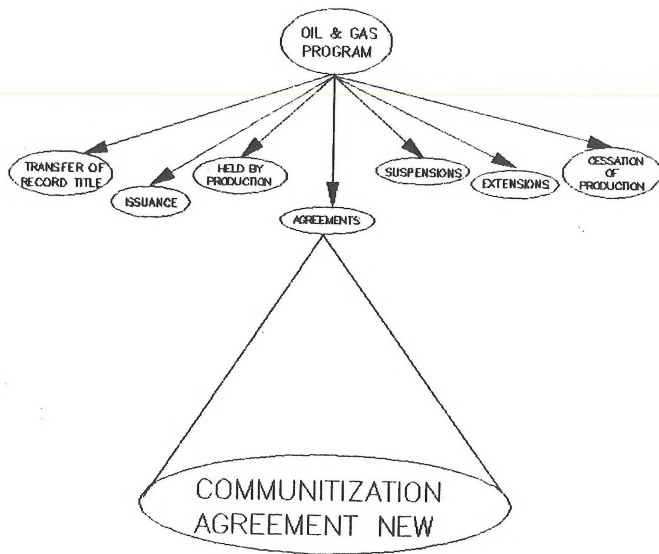
O & G Terminations
(Nonproducing Unit)

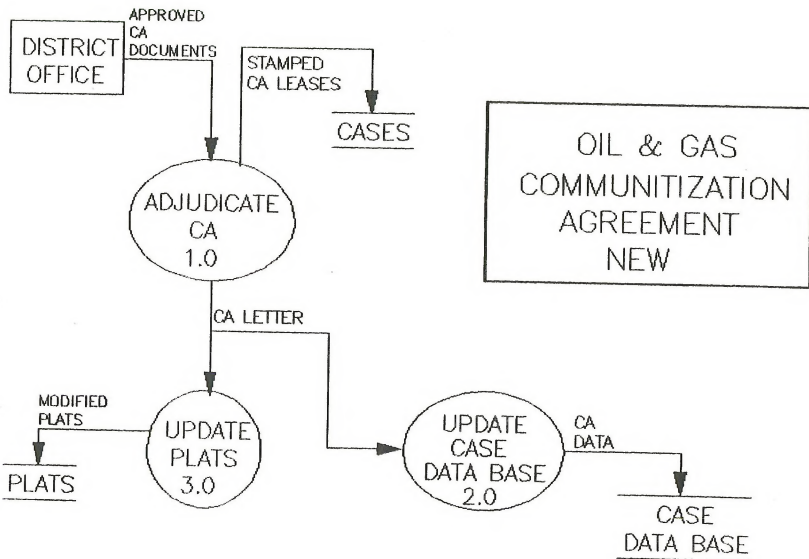
INPUT	PROCESS	OUTPUT
Extended leases	<ol style="list-style-type: none">1. An extension decision that includes the rental amount and due date is prepared and sent to the lessee(s).2. An accounting advice* is prepared and sent to Accounts for mailing to MMS BRASS.3. The extended leases are filed. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	<p>Extension decision</p> <p>MMS documents</p> <p>Extended term leases</p>

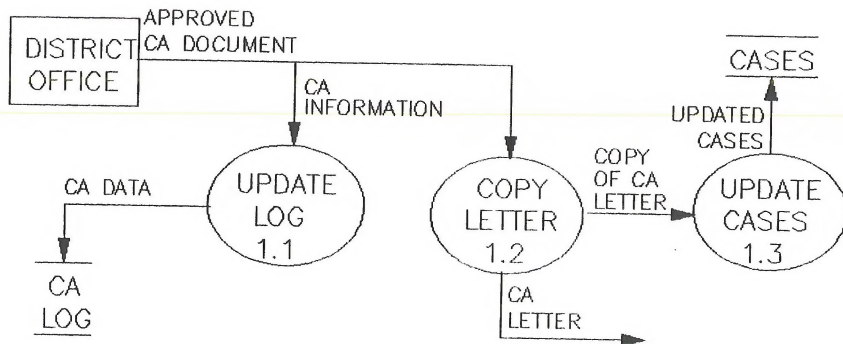
INPUT	PROCESS	OUTPUT
Adjudicated unit file	<ol style="list-style-type: none">1. The adjudicated unit file is used to update the lease plats. After updating, the plats are refiled.2. The adjudicated unit file is sent to Docket, where it is held and then sent to the Federal Records Center.	<p>Updated plats</p> <p>Adjudicated unit file</p>

INPUT	PROCESS	OUTPUT
Lease status worksheet	1. The lease status worksheet is used to enter an action code, date, and remarks comment for each case record in the terminated unit.	Lease data









OIL & GAS
COMMUNITIZATION
AGREEMENT
NEW

INPUT	PROCESS	OUTPUT
CA information	1. The CA documents are received by the adjudicator and information is logged in a book of communitization agreements.	CA data

State Office
Bubble 1.2 - Copy Letter

O & G Communitization Agreement (New)

INPUT	PROCESS	OUTPUT
Approved CA document	1. The letter/agreement is copied. One copy is sent to Docket for update of the case data base. Another copy is sent to Records to make plat changes.	CA letter Copy of CA letter

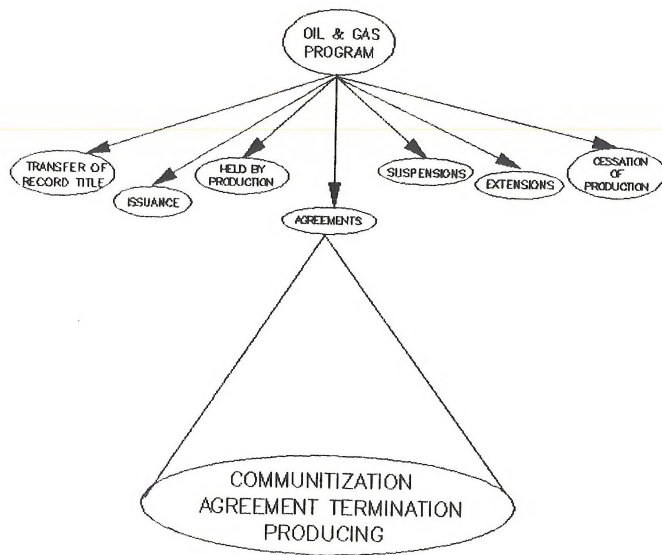
INPUT	PROCESS	OUTPUT
Copy of CA letter	<ol style="list-style-type: none">1. Case files that are in the CA are pulled, lands and ownership are verified, and a copy of the CA letter/agreement is placed in each folder.2. Case folders are stamped to show they are in the CA. Folders are refiled.	Updated cases

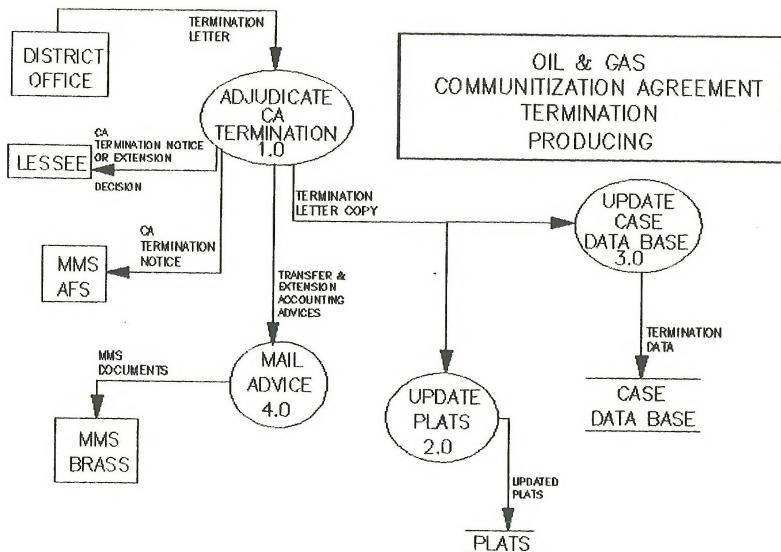
State Office
Bubble 2.0 - Update Case Data Base

O & G Communitization Agreement (New)

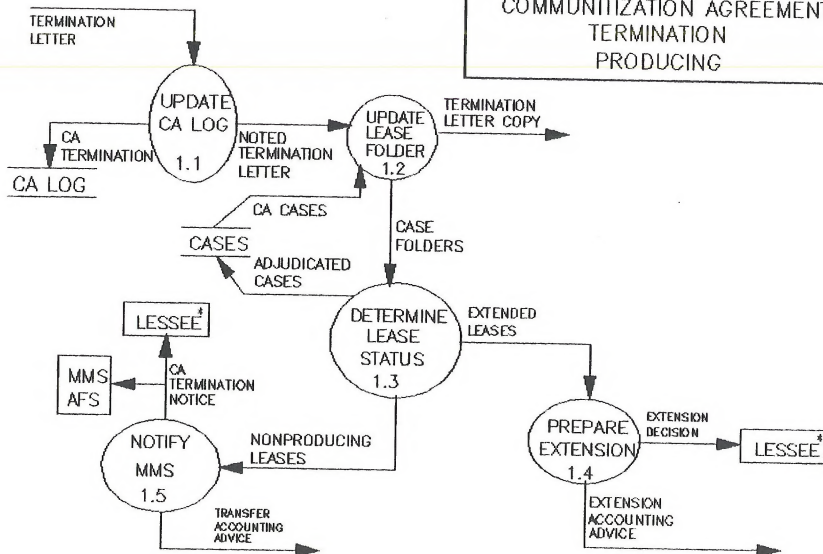
INPUT	PROCESS	OUTPUT
CA letter	1. Each record on the case data base that is included in the CA is updated (action code, date, and remarks).	CA data

INPUT	PROCESS	OUTPUT
CA letter	1. Plats are pulled, modified, and refiled.	Modified plats





OIL & GAS COMMUNITIZATION AGREEMENT TERMINATION PRODUCING



INPUT	PROCESS	OUTPUT
Termination letter	1. The adjudicator notes the effective date of the termination on the CA log.	CA termination Noted termination letter

INPUT	PROCESS	OUTPUT
Noted termination letter	1. The adjudicator gets the case folders that are in the CA. The CA number on the folder is crossed through and a dated copy of the termination letter is placed in each lease folder.	Case folders
CA cases	2. A copy of the termination letter is sent to Docket and Records.	Termination letter copy

INPUT	PROCESS	OUTPUT
Case folders	1. The adjudicator determines which non-producing leases are entitled to a two-year extension. The remaining leases retain their original expiration date.	Extended leases
	2. The adjudicator determines which leases are nonproducing and should be transferred from AFS to BRASS.	Nonproducing leases
	3. Any remaining cases are returned to Docket for filing.	Adjudicated cases

INPUT	PROCESS	OUTPUT
Extended leases	<ol style="list-style-type: none">1. The lessee(s) is notified that the lease is extended. The decision advises the lessee(s) that he/she is subject to advance rental, the new lease expiration date, and the amount of rental due.2. An accounting advice* is prepared and sent to Accounts. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	<p>Extension decision</p> <p>Extension accounting advice</p>

INPUT	PROCESS	OUTPUT
Nonproducing leases	1. A decision letter is prepared which tells the lessee(s) he/she is subject to advance rental, the rental due date, and the rental amount. Copies of the letter are sent to the lessee(s) and MMS AFS.	CA termination notice
	2. An accounting advice* is prepared and sent to Accounts. The gold copy of the accounting advice is placed in the new case folder. Remaining copies of the accounting advice are destroyed. *Note: In some states the accounting advice is prepared in Accounts.	Transfer accounting advice

State Office
Bubble 2.0 - Update Plats

O & G Communitization Agreement Termination
Producing

INPUT	PROCESS	OUTPUT
Termination letter copy	1. The plats of the affected CA are pulled, modified, and returned to file.	Updated plats

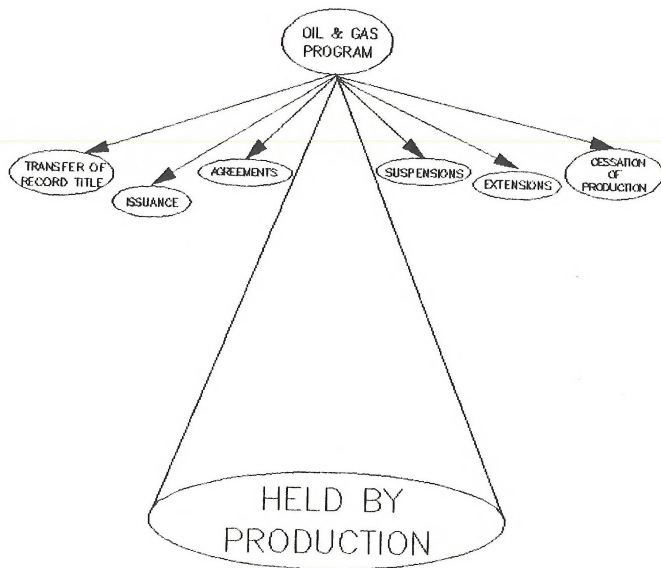
State Office
Bubble 3.0 - Update Case Data Base

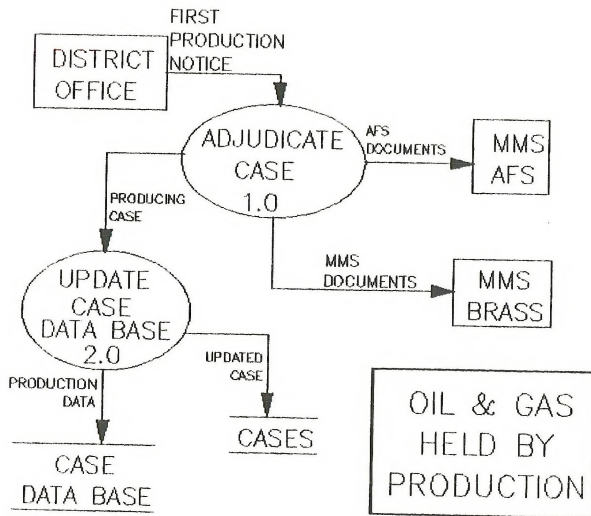
O & G Communitization Agreement Termination
Producing

INPUT	PROCESS	OUTPUT
Termination letter copy	1. The termination letter is used to update each affected case on the case data base with an action code, effective date, and remarks entry.	Termination data

INPUT	PROCESS	OUTPUT
Transfer and extension accounting advices	<ol style="list-style-type: none">1. The green copies of the accounting advices* prepared by Adjudication are mailed to MMS BRASS. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	MMS documents







FIRST
PRODUCTION
NOTICE

VALIDATE
LAND
DESCRIPTION

1.1

LANDS
VALIDATED

PREPARE
ACCOUNTING
ADVICE

1.2

MMS
DOCUMENTS

ADJUDICATED
CASE

COPY
DOCUMENTS

1.3

AFS
DOCUMENTS

MMS
AFS

COMPLETED
CASE

STAMP
CASE

1.4

PRODUCING
CASE

OIL & GAS
HELD BY
PRODUCTION

PRODUCTION
CASE

CASES

State Office
Bubble 1.1 - Validate Land Description

O & G Held by Production

INPUT	PROCESS	OUTPUT
First production notice	1. The case(s) applying to the notice is pulled and the land description(s) is verified.	
Production case	2. The production notice is placed in the case folder(s).	Lands validated

State Office
Bubble 1.2 - Prepare Accounting Advice

O & G Held by Production

INPUT	PROCESS	OUTPUT
Lands validated	<ol style="list-style-type: none">1. An accounting advice is prepared to inform the MMS BRASS system that the lease(s) should be transferred to the AFS system.2. The green copy of the advice is sent through Accounts* and then mailed to MMS BRASS. The gold copy is filed in the case folder. A copy may be retained for state files. Remaining copies are destroyed. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	<p>Adjudicated case</p> <p>MMS documents</p>

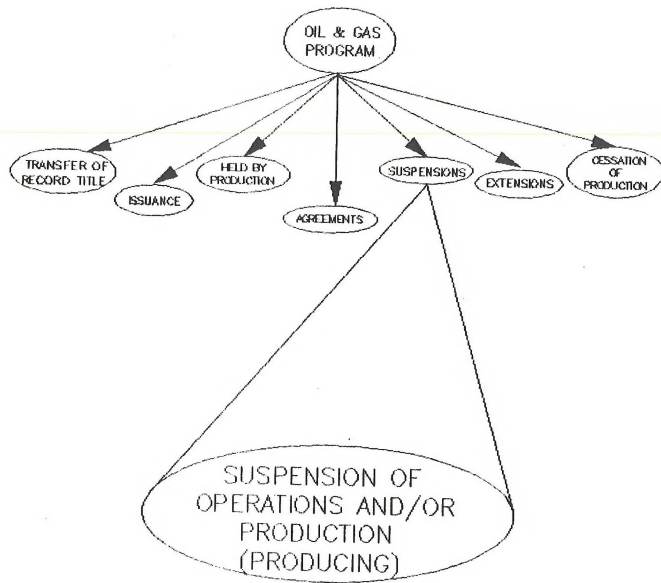
INPUT	PROCESS	OUTPUT
Adjudicated case	1. The production letter and other necessary documents are copied and sent to MMS for AFS system update.	AFS documents Completed case

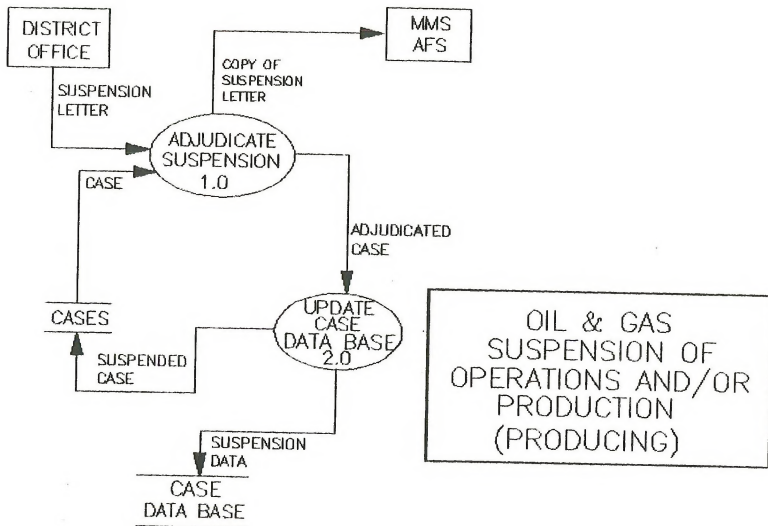
State Office
Bubble 1.4 Stamp Case

O & G Held by Production

INPUT	PROCESS	OUTPUT
Completed case	1. The case folder is stamped "producing" and dated.	Producing case

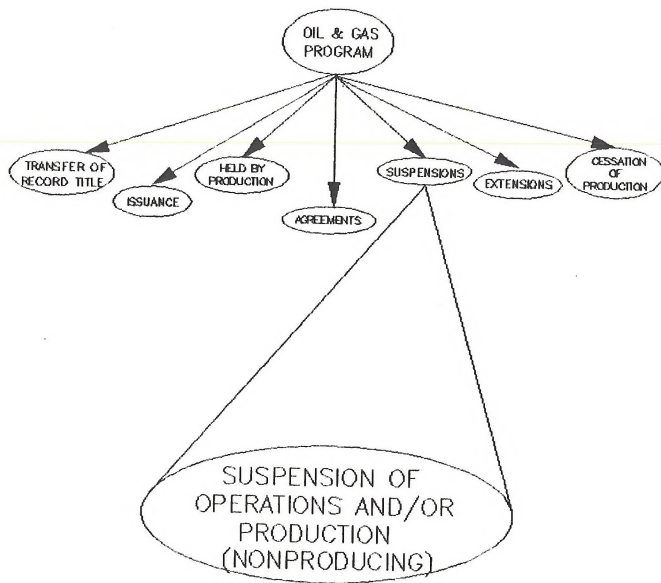
INPUT	PROCESS	OUTPUT
Producing case	1. An action code, the effective date, and actual or allocated production remarks are entered in the case data base.	Production data
	2. The case is filed in the case files.	Updated case

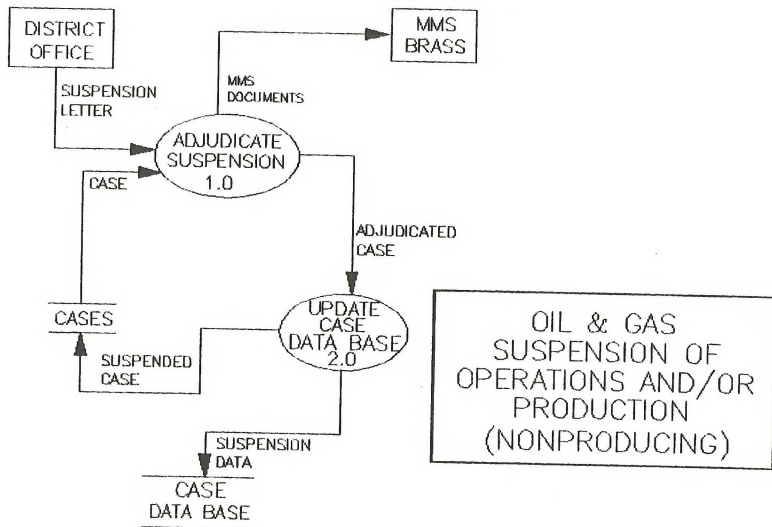




INPUT	PROCESS	OUTPUT
Suspension letter	1. The lease number is added to the suspension log.	
Case	2. A copy of the suspension letter is placed in the case folder.	
	3. A copy of the suspension letter is sent to Accounts for mailing to MMS AFS.	Copy of suspension letter
	4. The suspended case is used to update the case data base.	Adjudicated case

INPUT	PROCESS	OUTPUT
Adjudicated case	1. The affected record on the case data base is updated with an action code and date.	Suspension data
	2. The case folder is filed.	Suspended case





State Office

O & G Suspension of Operations

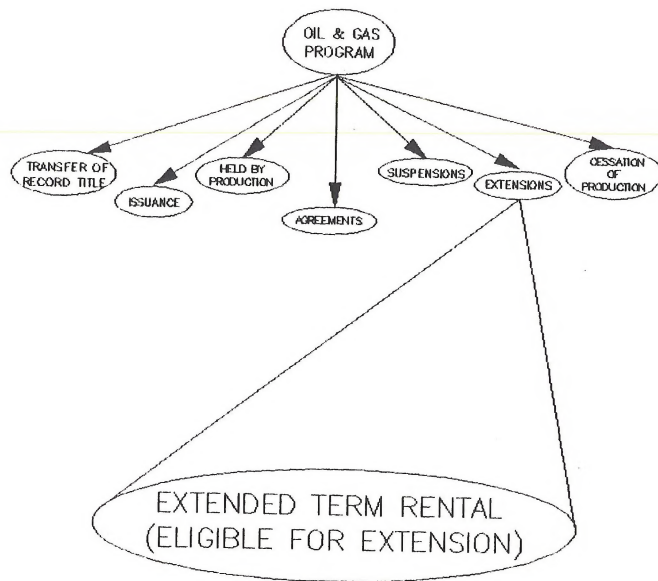
A/O Production

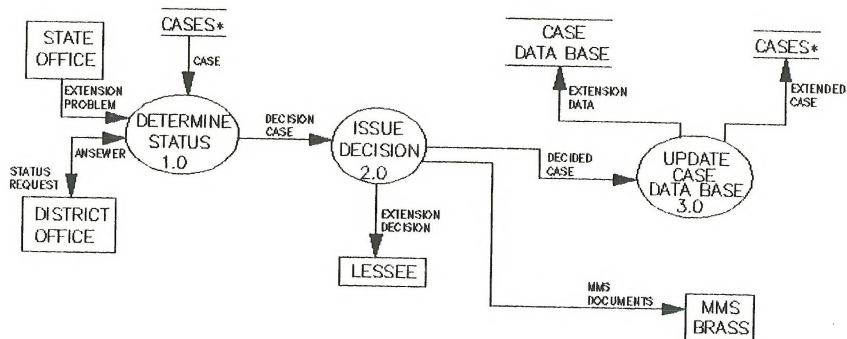
Bubble 1.0 - Adjudicate Suspension

(Nonproducing)

INPUT	PROCESS	OUTPUT
Suspension letter	1. The lease number is added to the suspension log.	
Case	2. An accounting advice is prepared. The green copy is sent to Accounts for mailing to MMS BRASS.	MMS documents
	3. A copy of the suspension letter is placed in the case folder.	
	4. The suspended case is used to update the case data base.	Adjudicated case

INPUT	PROCESS	OUTPUT
Adjudicated case	1. The affected record on case data base is updated with an action code and date.	Suspension data
	2. The case folder is filed.	Suspended case





OIL & GAS
EXTENDED
TERM RENTAL
(ELIGIBLE FOR EXTENSION)

State Office
Bubble 1.0 - Determine Status

O & G Extended Term Rental
(Eligible for Extension)

INPUT	PROCESS	OUTPUT
Extension problem	1. Terminated or expired leases where rental has been paid beyond the lease termination date are examined.	
Case	2. The adjudicator determines if cause exists to award a two-year extension. The district office is questioned to see if an APD is approved and/or diligent drilling operations are in process.	Status request
Answer	3. On receipt of this information, the status is determined.	Decision case

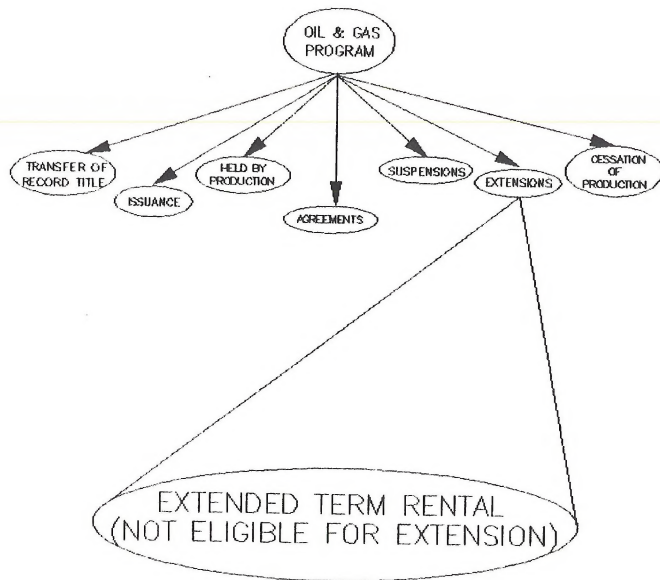
INPUT	PROCESS	OUTPUT
Decision case	<ol style="list-style-type: none">1. Case data base update information is prepared.2. An extension decision is sent to the lessee(s).3. An accounting advice* is prepared. The gold copy is placed in the case file; remaining copies go to Accounts for mailing to MMS BRASS. <p>*Note: In some state offices the accounting advice is prepared in Accounts.</p>	<p>Decided case</p> <p>Extension decision</p> <p>MMS documents</p>

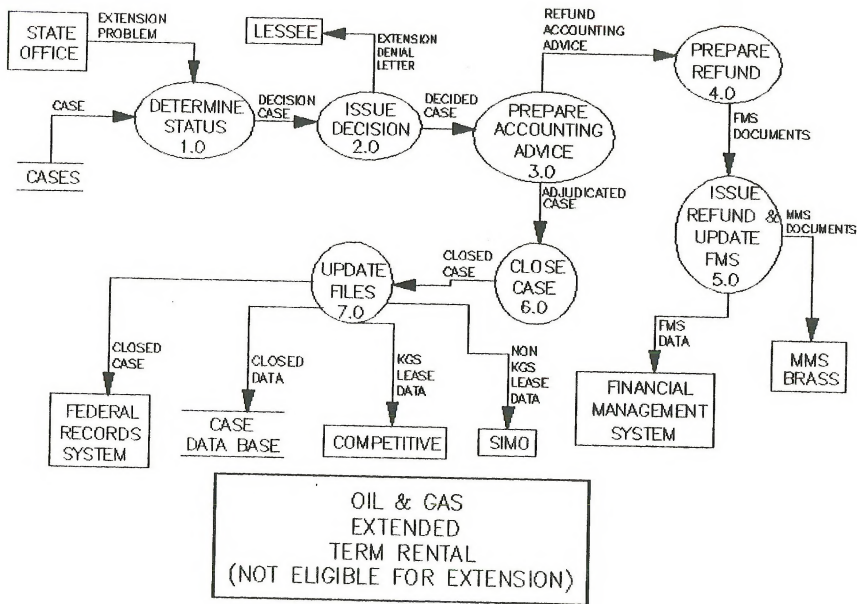
State Office
Bubble 3.0 - Update Case Data Base

O & G Extended Term Rental
(Eligible for Extension)

INPUT	PROCESS	OUTPUT
Decided case	1. The case data base is updated to show the action code, date, and remarks.	Extension data
	2. The extended case is filed.	Extended case







State Office
Bubble 1.0 - Determine Status

O & G Extended Term Rental
(Not Eligible for Extension)

INPUT	PROCESS	OUTPUT
Extension problem	1. Terminated or expired leases where rental has been paid beyond the lease termination date are examined.	
Case	2. The adjudicator is notified of the problem, gets the case file from Docket, and determines the lease status. Lease could have a valid APD, diligent drilling operations in effect, etc.	
	3. A decision on the lease status is reached.	Decision case

INPUT	PROCESS	OUTPUT
Decision case	1. For valid terminations/expirations, a decision letter denying the extension is sent to the lessee.	Extension denial letter Decided case

State Office
Bubble 3.0 - Prepare Accounting Advice

O & G Extended Term Rental
(Not Eligible for Extension)

INPUT	PROCESS	OUTPUT
Decided case	<ol style="list-style-type: none">1. An accounting advice* is prepared and the gold copy is placed in the case file. Remaining copies are sent to Accounts. <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	Refund accounting advice Adjudicated case

State Office
Bubble 4.0 - Prepare Refund

O & G Extended Term Rental
(Not Eligible for Extension)

INPUT	PROCESS	OUTPUT
Refund accounting advice	<ol style="list-style-type: none">1. Accounts prepares a refund form and a Document Face Sheet. These are sent to the SC Division of Finance.2. Copies are retained for the State Office files.	FMS documents

Service Center
Bubble 5.0 - Issue Refund & Update FMS

O & G Extended Term Rental
(Not Eligible for Extension)

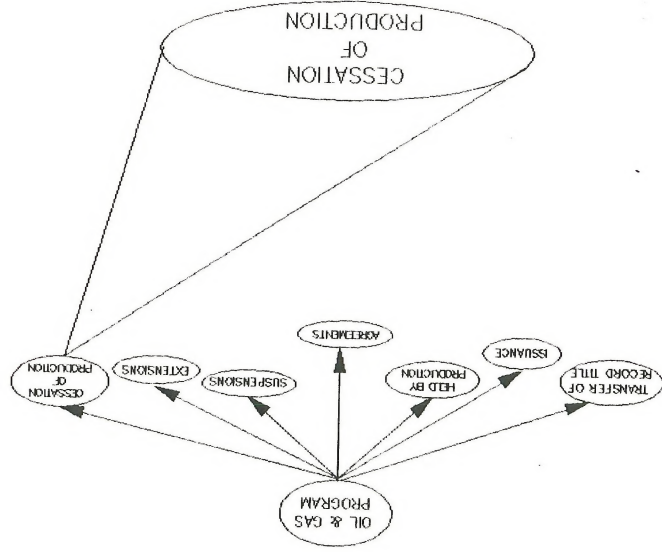
INPUT	PROCESS	OUTPUT
FMS documents	<ol style="list-style-type: none">1. Documents required to update the SC Financial Management System (FMS) are prepared, batched, and keyed.2. The green copy of the accounting advice is mailed to MMS BRASS.	<p>FMS data</p> <p>MMS documents</p>

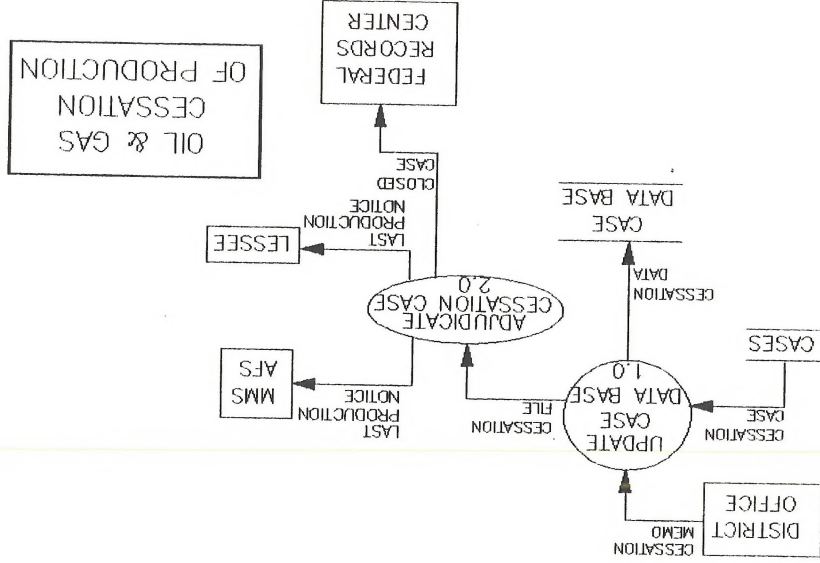
State Office
Bubble 6.0 - Close Case

O & G Extended Term Rental
(Not Eligible for Extension)

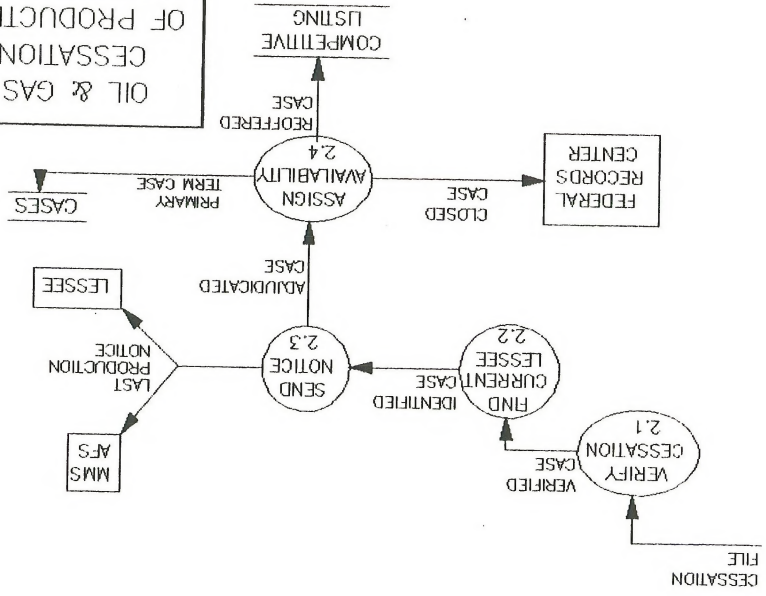
INPUT	PROCESS	OUTPUT
Adjudicated case	1. The case is closed and held for a 30-day appeal period. The case is then sent to Docket.	Closed case

INPUT	PROCESS	OUTPUT
Closed case	<ol style="list-style-type: none">1. The case data base is updated (action, date, remarks) to indicate that the case is closed.2. Non-KGS leases are processed for placing on the SIMO drawing list.3. KGS leases are processed for placing on the competitive lands list.4. The adjudicated case file is sent to Docket, where it is held and then sent to the Federal Records Center.	<p>Closed data</p> <p>Non-KGS lease data</p> <p>KGS lease data</p> <p>Closed case</p>





OIL & GAS
CESSATION
OF PRODUCTION



State Office
Bubble 1.0 - Update Case Data Base

O & G Cessation of Production

INPUT	PROCESS	OUTPUT
Cessation memo	1. The case data base record for the case is updated.	Cessation data
Cessation case	2. The case file is pulled and the cessation memo is inserted in the folder.	Cessation file

State Office
Bubble 2.1 - Verify Cessation

O & G Cessation of Production

INPUT	PROCESS	OUTPUT
Cessation file	1. The adjudicator verifies the lease and well information in the cessation memo.	Verified case

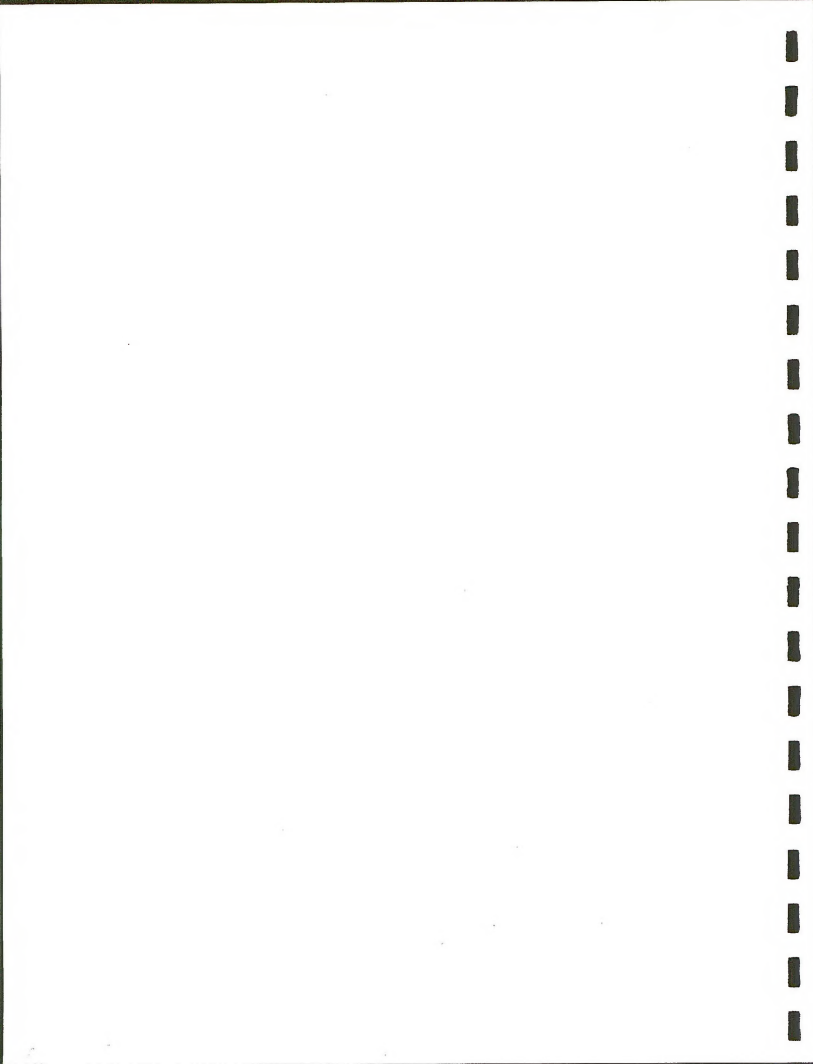
State Office
Bubble 2.2 - Find Current Lessee

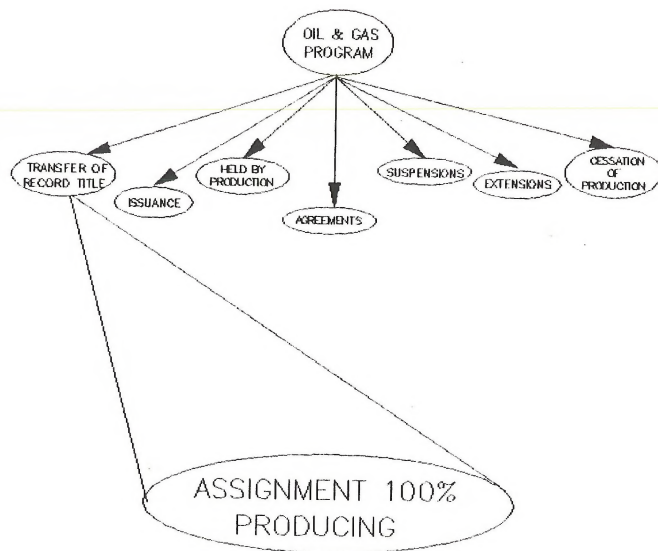
O & G Cessation of Production

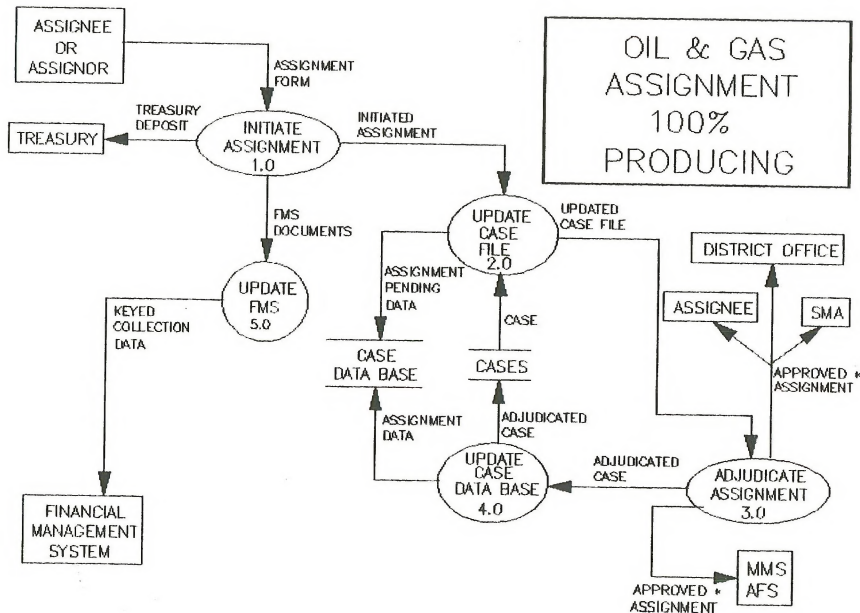
INPUT	PROCESS	OUTPUT
Verified case	1. The adjudicator reviews the case file to determine who the current lessee is.	Identified case

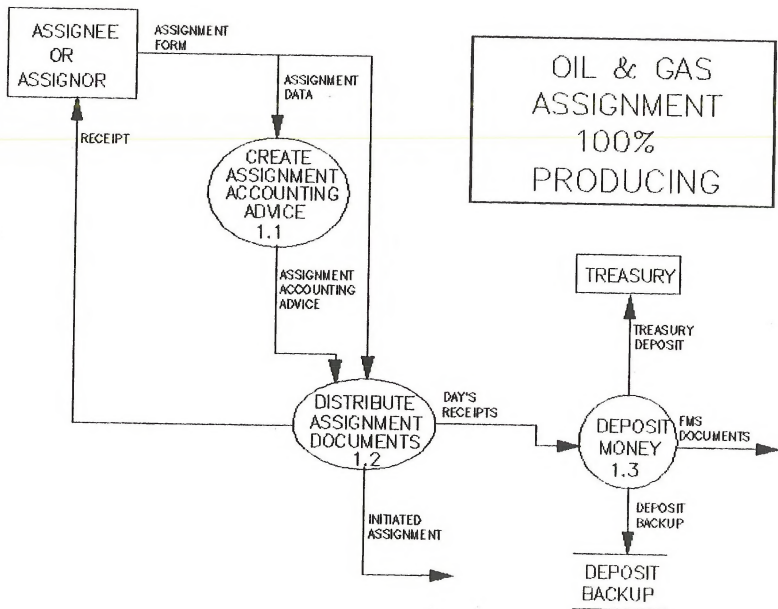
INPUT	PROCESS	OUTPUT
Identified case	<ol style="list-style-type: none">1. The adjudicator prepares a Notice of Last Production and sends the original to the lessee and a copy to MMS AFS.2. If the lease is terminated and no response is received from the lessee in 30 days, the lands are returned to the leasing process.	<p>Last production notice</p> <p>Adjudicated case</p>

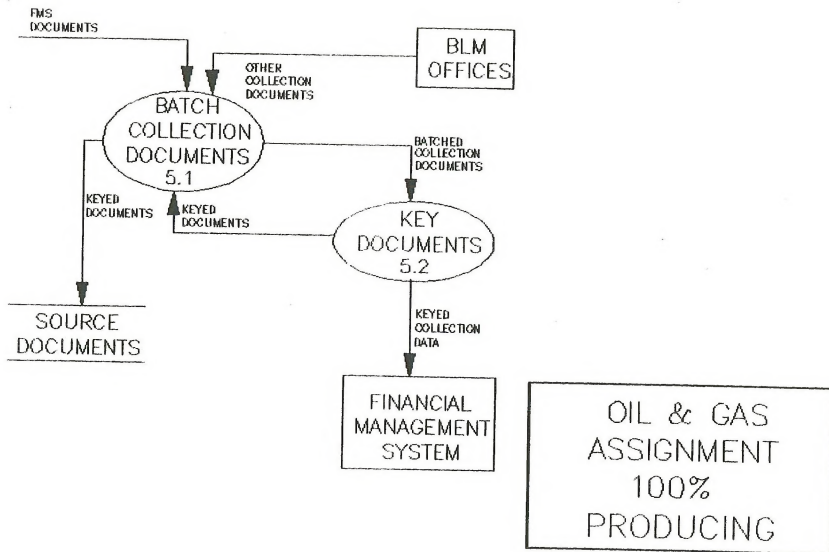
INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none"> 1. The adjudicator determines the status of the case. <ol style="list-style-type: none"> A. If the case is in its primary term, notify the lessee and MMS AFS of royalty payments due. B. For closed cases, determine which lands are in a KGS and should be placed on the competitive sale list. C. Lands not in the KGS are referred for Simultaneous leasing. D. If closed, the adjudicated case is sent to Docket, where it is held and then sent to the Federal Records Center. 	<p>Primary term case</p> <p>Reoffered case</p> <p>Closed case</p>











State Office
Bubble 1.1 - Create Assignment Accounting Advice

O & G Assignment 100%
Producing

INPUT	PROCESS	OUTPUT
Assignment data	1. An accounting advice is created from information on the assignment form based on the amount of money received.	Assignment accounting advice

State Office
Bubble 1.2 - Distribute Assignment Documents

O & G Assignment 100%
Producing

INPUT	PROCESS	OUTPUT
Assignment form	1. The pink copy of the assignment accounting advice is sent to the filer as a receipt for money paid.	Receipt
Assignment accounting advice	2. The green and gold copies of the accounting advice and the assignment form are sent to Docket.	Initiated assignment
	3. The yellow copy of the assignment accounting advice and the filing fee are sent to Accounts.	Day's receipts
	4. The white copy of the accounting advice is destroyed.	

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none">1. Monies collected are totaled and verified against an accounting report.2. A deposit ticket is prepared. The ticket and day's receipts are taken to a Federal Reserve Bank*. The day's receipts are deposited and the deposit ticket is certified.3. A collection data sheet (CDS) is prepared. The CDS and a copy of the certified deposit ticket are sent to the Service Center Division of Finance.4. A copy of the certified deposit ticket, the accounting report, and the yellow copy of the accounting advice are filed as a deposit backup. <p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	<p>Treasury deposit</p> <p>FMS documents</p> <p>Deposit backup</p>

INPUT	PROCESS	OUTPUT
Initiated assignment	1. The case data base is updated to indicate that a pending assignment is being processed.	Assignment pending data
Case	2. The case file is pulled. The accounting advice copies and the assignment form are inserted in the folder.	Updated case file

INPUT	PROCESS	OUTPUT
Updated case file	<ol style="list-style-type: none">1. The adjudicator verifies that the lands are leased by the assignor, the percent of interest is correct, the assignment form has been properly executed, and required bonds have been provided.2. Copies of the approved assignment are sent to the assignee, MMS AFS, district office, and Surface Management Agency.	<p>Adjudicated case</p> <p>Approved assignment</p>

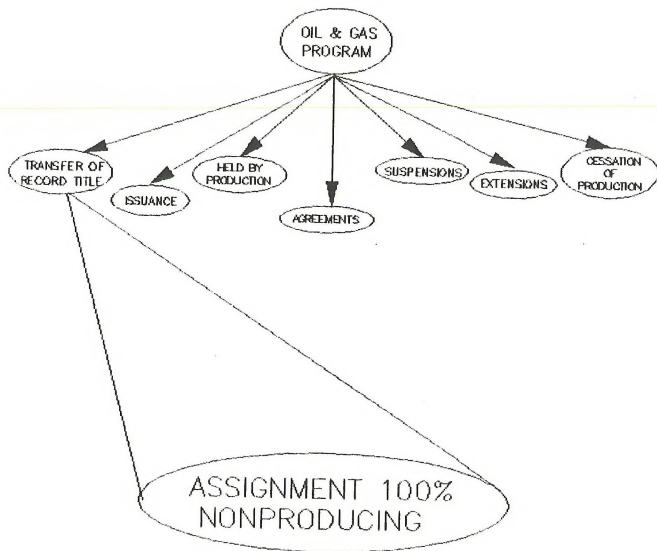
INPUT	PROCESS	OUTPUT
Adjudicated case	1. The case data base is updated to reflect that the lease has been assigned. Data updated includes action code, date, and remarks. The assignor's name and address are replaced by the assignee's name and address.	Assignment data
	2. The bond system is also updated.	
	3. The adjudicated case is filed.	Adjudicated case

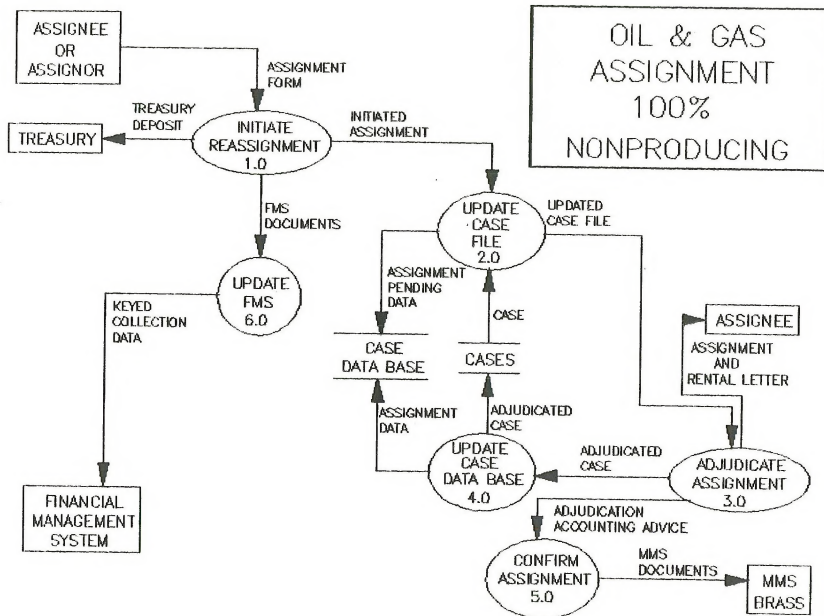
Service Center
Bubble 5.1 - Batch Collection Documents

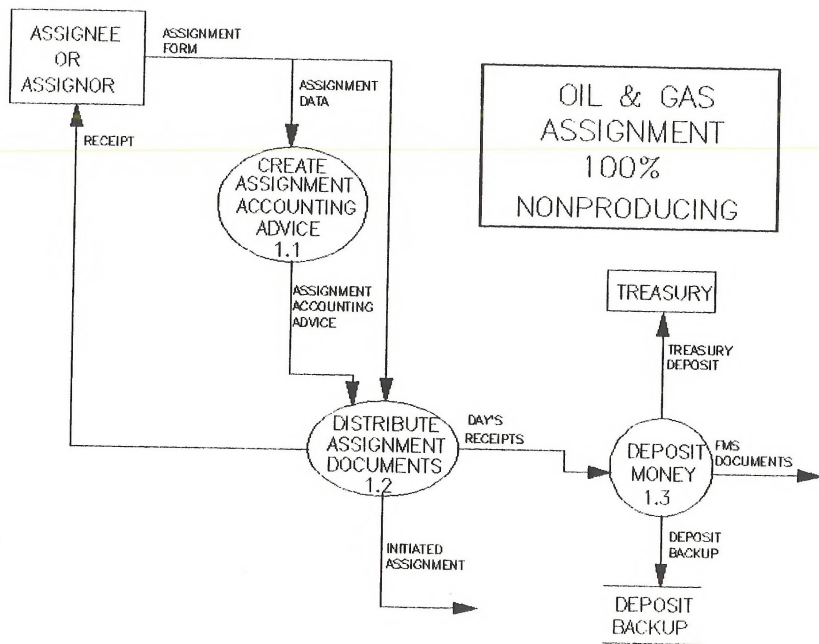
O & G Assignment 100%
Producing

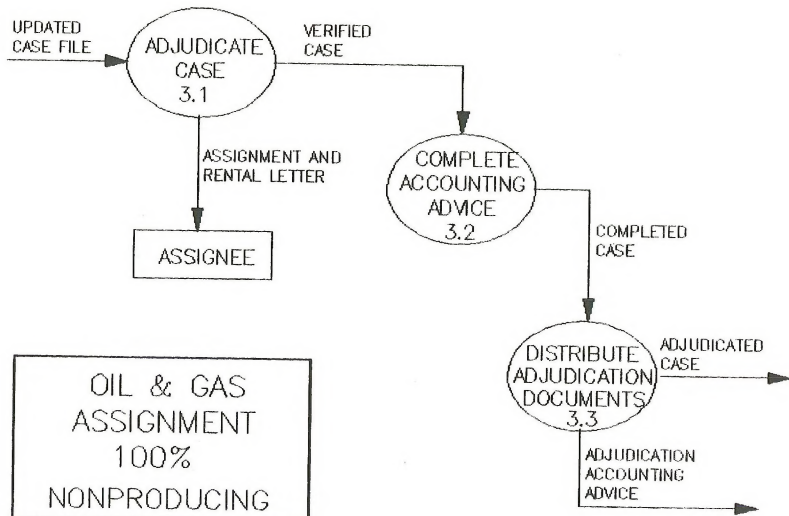
INPUT	PROCESS	OUTPUT
FMS documents	1. Collection data sheets are batched with collection documents received from other BLM offices.	
Other collection documents	2. The batched documents are sent to key entry for keying.	Batched collection documents
Keyed documents	3. The keyed documents are filed.	Keyed documents

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Data on the documents is keyed and verified for entry into the Financial Management System.2. The keyed documents are returned to Data Control for filing.	<p>Keyed collection data</p> <p>Keyed documents</p>









ADJUDICATION
ACCOUNTING
ADVICE

COPIED
ADVICE

COPY
ADVICE
5.1

NMS
DOCUMENTS

CONFIRM
ADVICE

COPIED
ADVICE

VERIFY
ADVICE
5.2

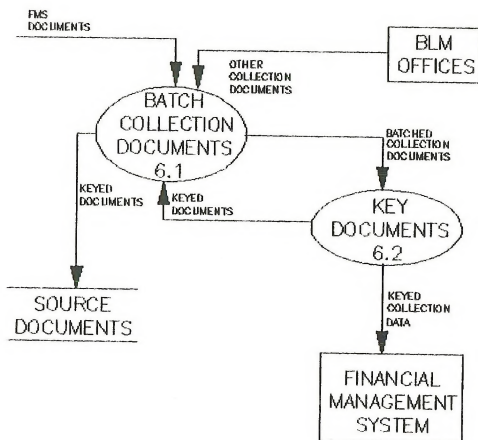
CONFIRMATION
REPORT

CONFIRMATION
REPORTS

MMS
BRASS

CONFIRMATION
REPORT (BLS 091)

OIL & GAS
ASSIGNMENT
100%
NONPRODUCING



OIL & GAS
ASSIGNMENT
100%
NONPRODUCING

State Office
Bubble 1.1 - Create Assignment Accounting Advice

O & G Assignment 100%
Nonproducing

INPUT	PROCESS	OUTPUT
Assignment data	1. An accounting advice is created from information on the assignment form and the amount of money received.	Assignment accounting advice

INPUT	PROCESS	OUTPUT
Assignment form	1. The pink copy of the assignment accounting advice is sent to the filer as a receipt for money paid.	Receipt
Assignment accounting advice	2. The green and gold copies of the accounting advice and the assignment form are sent to Docket.	Initiated assignment
	3. The yellow copy of the assignment accounting advice and the filing fee are sent to Accounts.	Day's receipts
	4. The white copy of the accounting advice is destroyed.	

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none">1. Monies collected are totaled and verified against an accounting report.2. A deposit ticket is prepared. The ticket and day's receipt are taken to a Federal Reserve Bank.* The day's receipts are deposited and the deposit ticket is certified.3. A collection data sheet (CDS) is prepared. The CDS and a copy of the certified deposit ticket are sent to the Service Center Division of Finance.4. A copy of the certified deposit ticket, the accounting report, and the yellow copy of the accounting advice are filed as a deposit backup. <p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	<p>Treasury deposit</p> <p>FMS documents</p> <p>Deposit backup</p>

INPUT	PROCESS	OUTPUT
Initiated assignment	1. The case data base record is updated indicating a pending assignment is being processed.	Assignment pending data
Case	2. The case file is pulled. The accounting advice copies and the assignment form are inserted in the folder.	Updated case file

State Office
Bubble 3.1 - Adjudicate Case

O & G Assignment 100%
Nonproducing

INPUT	PROCESS	OUTPUT
Updated case file	<ol style="list-style-type: none">1. The adjudicator verifies that the lands are leased by the assignor, the percent of interest is correct, and the assignment form has been properly executed.2. The approved assignment, including rental amount and due date, is sent to the assignee.	<p>Verified case</p> <p>Assignment and rental letter</p>

INPUT	PROCESS	OUTPUT
Verified case	<p>1. The adjudicator completes the accounting advice* by adding an anniversary date, status code, and any required remarks. The approval date of the assignment is entered into remarks.</p> <p>*Note: In some states the accounting advice is prepared in Accounts.</p>	Completed case

State Office
Bubble 3.3 - Distribute Adjudication Documents

O & G Assignment 100%
Nonproducing

INPUT	PROCESS	OUTPUT
Completed case	<ol style="list-style-type: none">1. The green copy of the accounting advice is sent to Accounts.2. The adjudicated case is returned to Docket and filed.	<p>Adjudication accounting advice</p> <p>Adjudicated case</p>

INPUT	PROCESS	OUTPUT
Adjudicated case	1. The case data base is updated to reflect that the lease has been reassigned. Data updated includes action code, date, and remarks. The assignor's name and address are replaced by the assignee's name and address.	Assignment data
	2. The adjudicated case is filed.	Adjudicated case

INPUT	PROCESS	OUTPUT
Adjudication accounting advice	<ol style="list-style-type: none">1. The green accounting advice is copied.2. The copy is filed pending receipt of a confirmation report from MMS BRASS.3. The green accounting advice is mailed to MMS BRASS.	<p>Copied advice</p> <p>MMS documents</p>

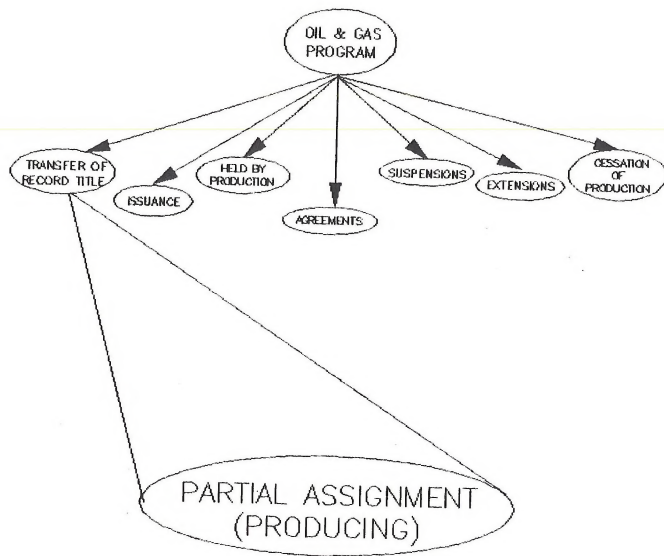
INPUT	PROCESS	OUTPUT
Copied advice Confirmation report (BLS091)	<ol style="list-style-type: none">1. The copied accounting advice is pulled from the confirmed advice file. Its amounts are compared with those on the MMS confirmation report.2. If the data compares correctly, the advice is destroyed.3. The confirmation report is filed.	Confirmation report

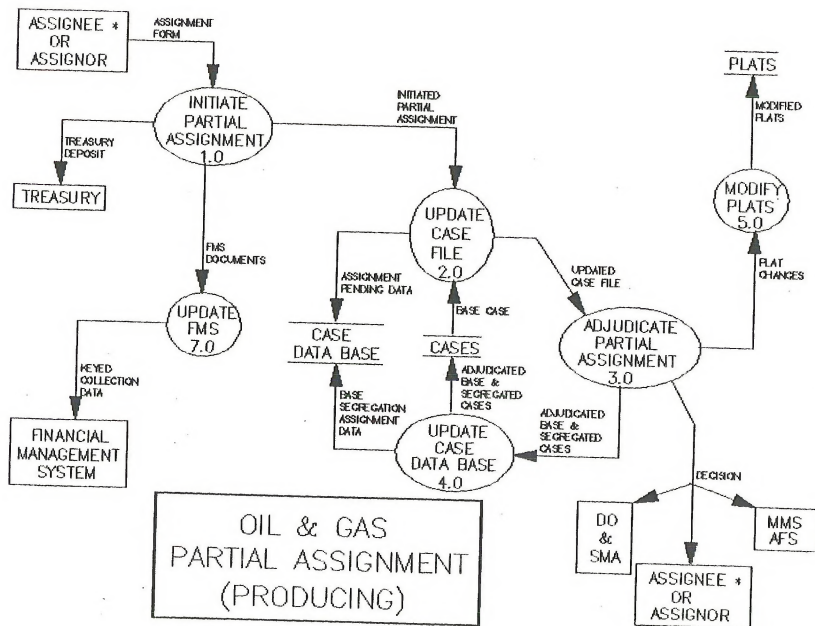
Service Center
Bubble 6.1 - Batch Collection Documents

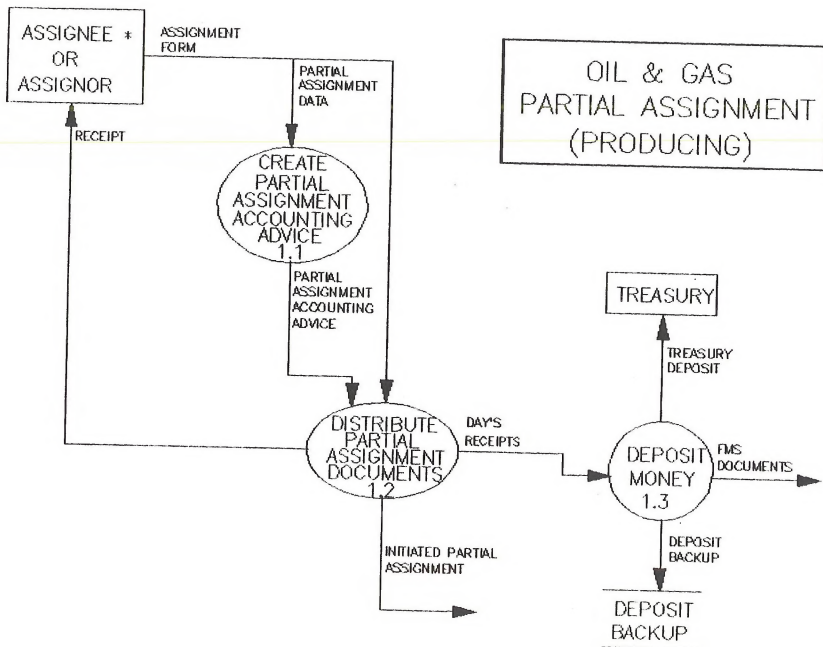
O & G Assignment 100%
Nonproducing

INPUT	PROCESS	OUTPUT
FMS documents	1. Collection data sheets are batched with collection documents received from other BLM offices.	
Other collection documents	2. The batched documents are sent to key entry for keying.	Batched collection documents
Keyed documents	3. The keyed documents are filed.	Keyed documents

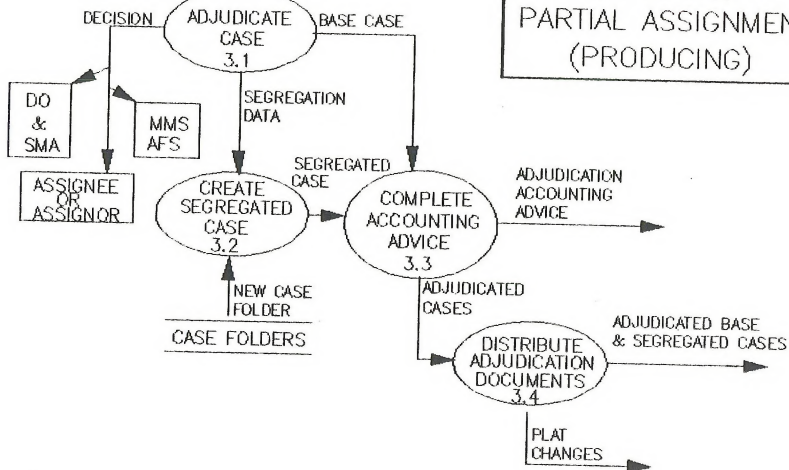
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Data on the documents is keyed and verified for entry into the Financial Management System.2. The keyed documents are returned to Data Control for filing.	<p>Keyed collection data</p> <p>Keyed documents</p>

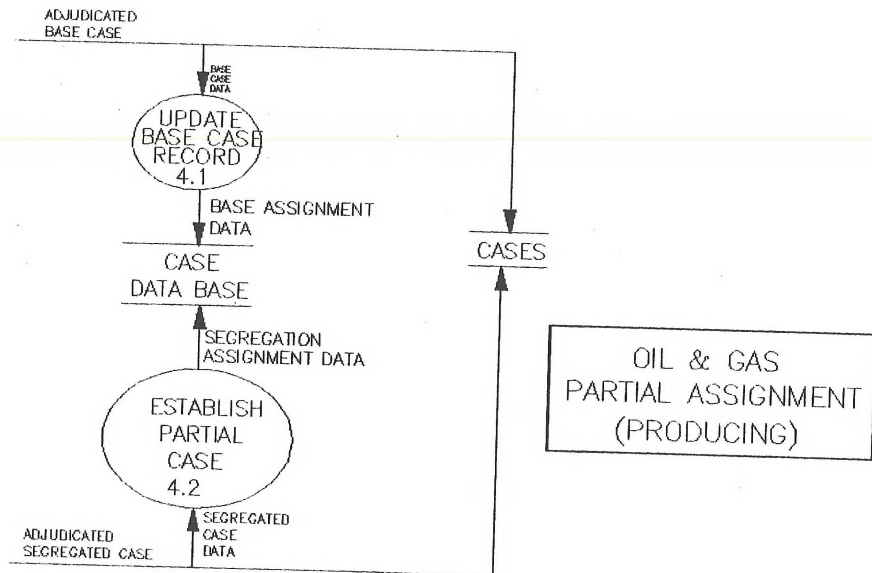


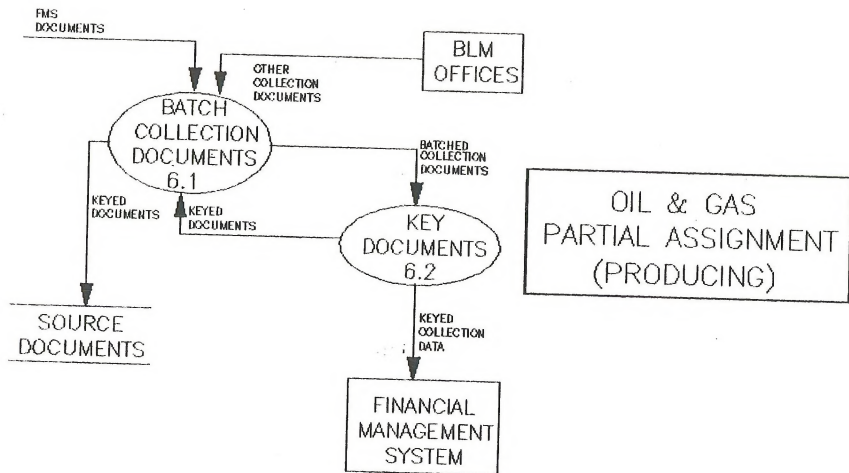




UPDATED
CASE FILE







State Office
Bubble 1.1 - Create Partial Assignment
Accounting Advice

O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Partial assignment data	1. An accounting advice is created from information on the assignment form and the amount of money received.	Partial assignment accounting advice

State Office
Bubble 1.2 - Distribute Partial
Assignment Documents

O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Assignment form	1. The pink copy of the accounting advice is sent to the filer as a receipt for money paid.	Receipt
Partial assignment accounting advice	2. The green and gold copies of the accounting advice and the original assignment are sent to Docket.	Initiated partial assignment
	3. The yellow copy of the assignment accounting advice and the filing fee are sent to Accounts.	Day's receipts
	4. The white copy of the accounting advice is destroyed.	

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> 1. Monies collected are totaled and verified against an accounting report. 2. A deposit ticket is prepared. The ticket and day's receipts are taken to a Federal Reserve Bank.* The day's receipts are deposited and the deposit ticket is certified. 3. A collection data sheet (CDS) is prepared. The CDS and a copy of the certified deposit ticket are sent to the Service Center Division of Finance. 4. A copy of the certified deposit ticket, the accounting report, and the yellow copy of the accounting advice are filed as a deposit backup. <p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	<p>Treasury deposit</p> <p>FMS documents</p> <p>Deposit backup</p>

INPUT	PROCESS	OUTPUT
Initiated partial assignment	1. The case data base is updated to indicate that a pending assignment is being processed.	Assignment pending data
Base case	2. The base case file is pulled. The accounting advice copies and the assignment form are inserted in the folder.	Updated case file

State Office
Bubble 3.1 - Adjudicate Case

O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Updated case file	<ol style="list-style-type: none">1. The adjudicator verifies that the lands are leased by the assignor, the percent of interest is correct, and the assignment form has been properly executed. Well location, status, and adequacy of bonding are verified.2. The decision is sent to the assignee, assignor, MMS-AFS, district office, and Surface Management Agency.3. A segregated case is established from those lands segregated from the base lease.	<p>Decision</p> <p>Segregation data</p> <p>Base case</p>

State Office
Bubble 3.2 - Create Segregated Case

O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Segregation data	1. A prenumbered case folder is obtained.	Segregated case
New case folder	2. A segregated case file is assembled. It contains the assignment, rental terms, and other information pertaining to the segregated case.	

State Office
Bubble 3.3 - Complete Accounting Advice

O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Segregated case	1. The adjudicator updates the gold accounting advice by adding an anniversary date, adjusting the base case acreage, indicating the rental amount, and adding remarks. The gold accounting advice is placed in the new case file.	Adjudication accounting advice
Base case	2. Plat changes are identified.	Adjudicated cases

INPUT	PROCESS	OUTPUT
Adjudicated cases	1. The base and segregated case folders are sent to Docket.	Adjudicated base and segregated cases
	2. The plat changes are sent to Records.	Plat changes

State Office
Bubble 4.1 - Update Base Case Record

O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Base case data	1. The case data base record is updated to reflect that a portion of the lease has been assigned. Data updated includes action code, date, and remarks.	Base assignment data
Adjudicated base case	2. The adjudicated base case is filed.	Adjudicated base case

INPUT	PROCESS	OUTPUT
Segregated case data	1. Data from the adjudicated segregated case file is used to create a segregated case in the case data base.	Segregation assignment data
Adjudicated segregated case	2. The adjudicated segregated case is filed.	Adjudicated segregated case

State Office
Bubble 5.0 - Modify Plats

O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Plat changes	<ol style="list-style-type: none">1. The plats are pulled from the files. Boundary changes and annotations to reflect changes to the base and segregated cases are made.2. The modified plats are refiled.	Modified plats

Service Center
Bubble 6.1 - Batch Collection Documents

O & G Partial Assignment
(Producing)

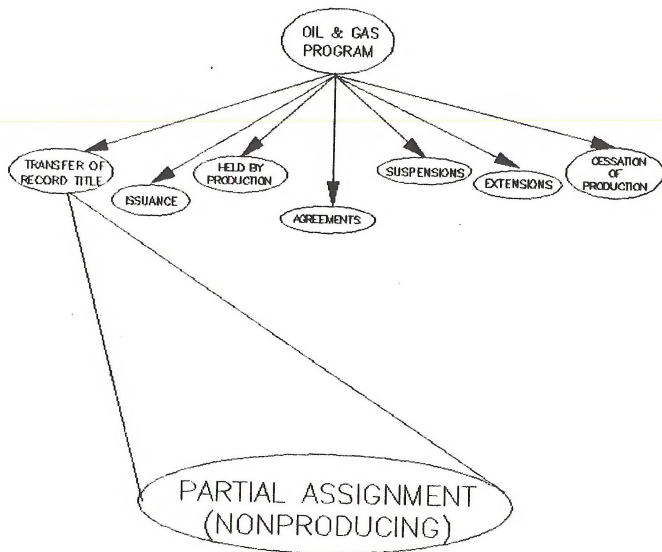
INPUT	PROCESS	OUTPUT
FMS documents	1. Collection data sheets are batched with collection documents received from other BLM offices.	
Other collection documents	2. The batched documents are sent to key entry for keying.	Batched collection documents
Keyed documents	3. The keyed documents are filed.	Keyed documents

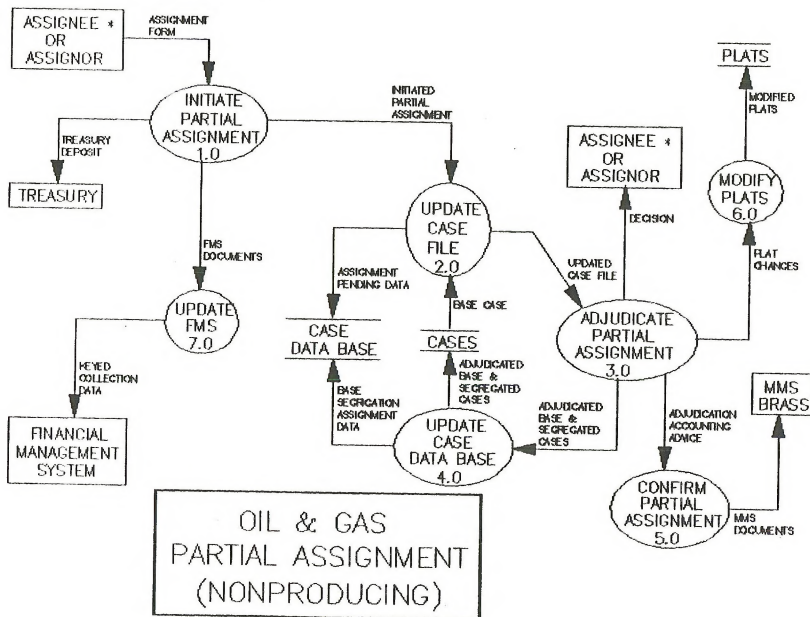
Service Center
Bubble 6.2 - Key Documents

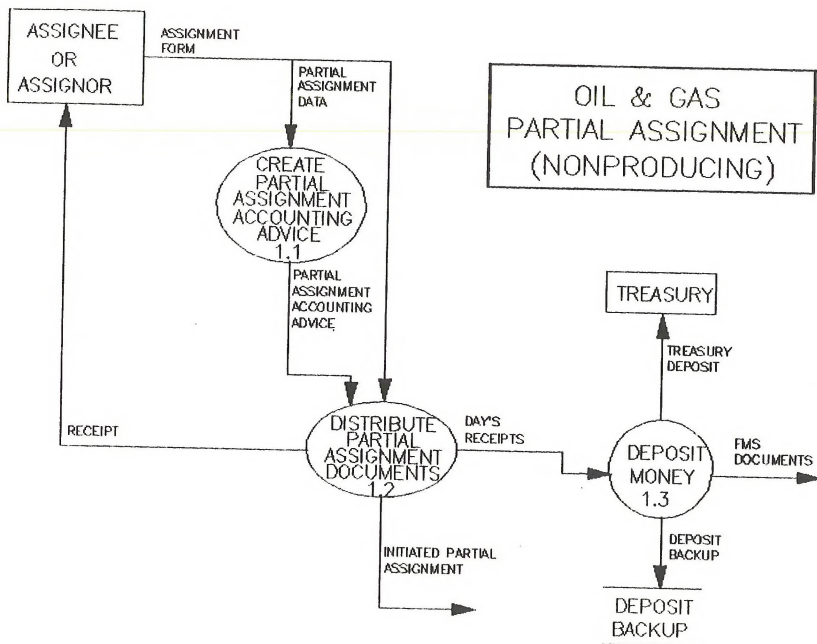
O & G Partial Assignment
(Producing)

INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Data on the documents is keyed and verified for entry into the Financial Management System.2. The keyed documents are returned to Data Control for filing.	<p>Keyed collection data</p> <p>Keyed documents</p>









UPDATED
CASE FILE

ASSIGNEE
AND
ASSIGNOR

DECISION

ADJUDICATE
CASE
3.1

BASE CASE

SEGREGATION
DATA

CREATE
SEGREGATED
CASE
3.2

SEGREGATION
CASE

COMPLETE
ACCOUNTING
ADVICE
3.3

ADJUDICATION
ACCOUNTING
ADVICE

NEW CASE
FOLDER

CASE FOLDERS

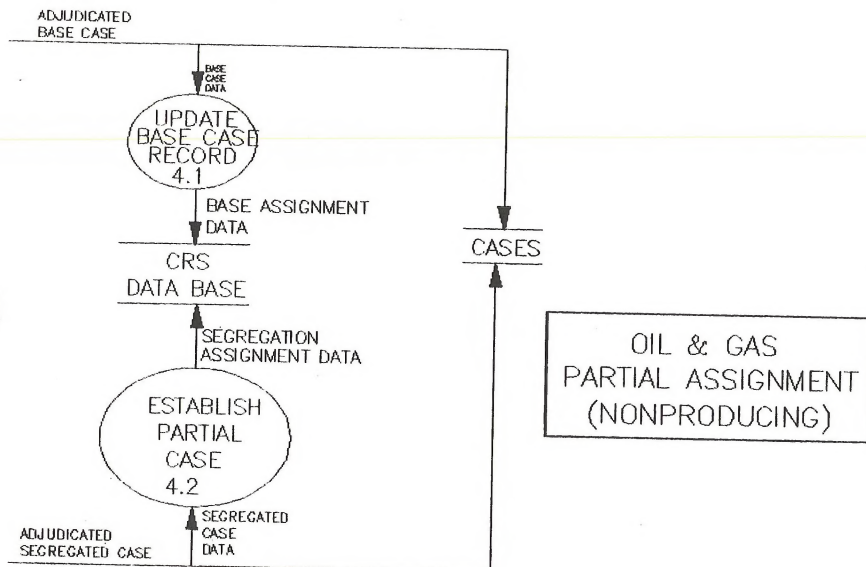
ADJUDICATED
CASES

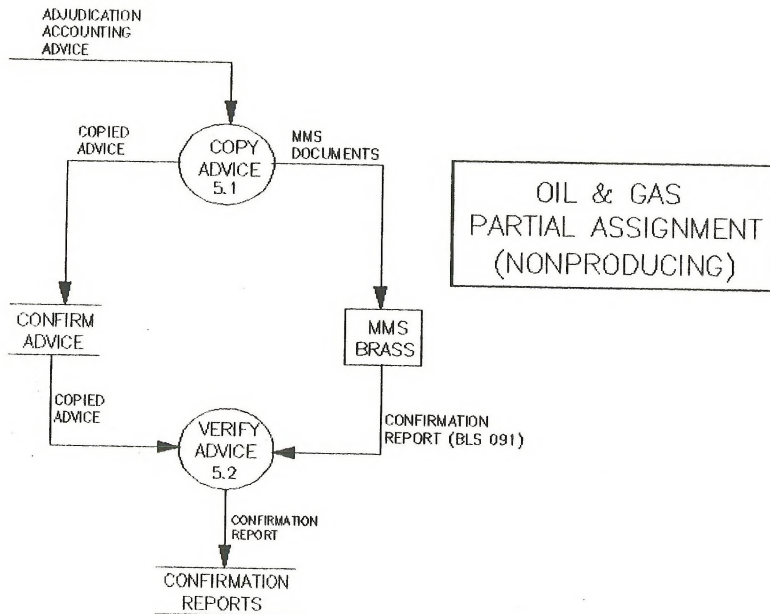
DISTRIBUTE
ADJUDICATION
DOCUMENTS
3.4

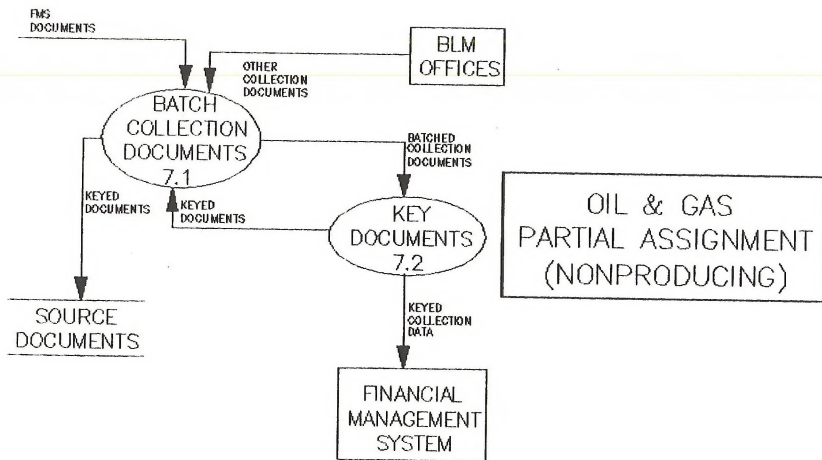
ADJUDICATED BASE
& SEGREGATED CASES

FLAT
CHANGES

OIL & GAS
PARTIAL ASSIGNMENT
(NONPRODUCING)







State Office
Bubble 1.1 - Create Partial Assignment
Accounting Advice

O & G Partial Assignment
(Nonproducing)

INPUT	PROCESS	OUTPUT
Partial assignment data	1. An accounting advice is created from information on the assignment form and the amount of money received.	Partial assignment accounting advice

State Office
Bubble 1.2 - Distribute Partial
Assignment Documents

O & G Partial Assignment
(Nonproducing)

INPUT	PROCESS	OUTPUT
Assignment form	1. The pink copy of the accounting advice is sent to the filer as a receipt for money paid.	Receipt
Partial assignment accounting advice	2. The green and gold copies of the accounting advice and the original assignment form are sent to Docket.	Initiated partial assignment
	3. The yellow copy of the assignment accounting advice and the filing fee are sent to Accounts.	Day's receipts
	4. The white copy of the accounting advice is destroyed.	

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> 1. Monies collected are totaled and verified against the accounting report. 2. A deposit ticket is prepared. The ticket and day's receipts are taken to a Federal Reserve Bank.* The day's receipts are deposited and the deposit ticket is certified. 3. A collection data sheet (CDS) is prepared. The CDS and a copy of the certified deposit ticket are sent to the Service Center Division of Finance. 4. A copy of the certified deposit ticket, the accounting report, and the yellow copy of the accounting advice are filed as a deposit backup. <p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	<p>Treasury deposit</p> <p>FMS document</p> <p>Deposit backup</p>

State Office
Bubble 2.0 - Update Case File

O & G Partial Assignment
(Nonproducing)

INPUT	PROCESS	OUTPUT
Initiated partial assignment	1. The partial assignment "base" record on the case data base is updated to indicate that a pending partial assignment is being processed.	Assignment pending data
Base case	2. The base case file is pulled. The accounting advice copies and the assignment form are inserted in the folder.	Updated case file

INPUT	PROCESS	OUTPUT
Updated case file	<ol style="list-style-type: none">1. The adjudicator verifies that the lands are leased by the assignor, the percent of interest is correct, and the assignment form has been properly executed.2. A decision is reached and a letter is sent to the assignee and assignor.3. A segregated case is established from those lands segregated from the base lease.	<p>Decision</p> <p>Segregation data</p> <p>Base case</p>

State Office
Bubble 3.2 - Create Segregated Case

O & G Partial Assignment
(Nonproducing)

INPUT	PROCESS	OUTPUT
Segregation data New case folder	<ol style="list-style-type: none">1. A prenumbered case folder is obtained.2. A segregated case file is assembled. It contains the assignment, rental terms, a copy of the updated accounting advice, a copy of the original lease, and other information pertaining to the segregated case.	Segregation case

INPUT	PROCESS	OUTPUT
Segregation case	1. The adjudicator updates the gold accounting advice by adding an anniversary date, adjusting the base case acreage, indicating the rental amount, and adding remarks. Information pertaining to the segregated case is entered in appropriate data fields.	Adjudication accounting advice
Base case	2. Plat changes are identified.	Adjudicated cases

State Office
Bubble 3.4 - Distribute Adjudication Documents

O & G Partial Assignment
(Nonproducing)

INPUT	PROCESS	OUTPUT
Adjudicated cases	<ol style="list-style-type: none">1. The base and segregated case folders are sent to Docket.2. The plat changes are sent to Records.	<p>Adjudicated base and segregated cases</p> <p>Plat Changes</p>

INPUT	PROCESS	OUTPUT
Base case data	1. The case data base for the base case is updated to reflect that a portion of the lease has been assigned. Data updated includes action code, date, and remarks.	Base assignment data
Adjudicated base case	2. The adjudicated base case is filed.	Adjudicated base case

State Office
Bubble 4.2 - Establish Partial Case

O & G Partial Assignment
(Nonproducing)

INPUT	PROCESS	OUTPUT
Segregated case data	1. Data from the adjudicated segregated case file is used to create a segregated case in the case data base.	Segregation assignment data
Adjudicated segregated case	2. The adjudicated new segregation case is filed.	Adjudicated segregated case

INPUT	PROCESS	OUTPUT
Adjudication accounting advice	<ol style="list-style-type: none">1. The green accounting advice is copied.2. The copy is filed pending receipt of a confirmation report from MMS BRASS.3. The green accounting advice is mailed to MMS BRASS.	<p>Copied advice</p> <p>MMS documents</p>

State Office
Bubble 5.2 - Verify Advice

O & G Partial Assignment
(Nonproducing)

INPUT	PROCESS	OUTPUT
Copied advice Confirmation report (BLS091)	<ol style="list-style-type: none">1. The copied accounting advice is pulled from the confirmed advice file. Its amounts are compared with those on the MMS confirmation report.2. If the data compares correctly, the advice is destroyed.3. The confirmation report is filed.	Confirmation report

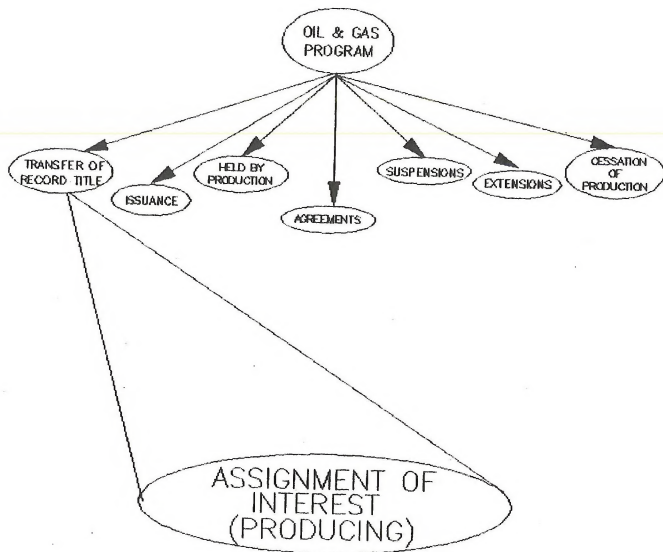
INPUT	PROCESS	OUTPUT
Plat changes	<ol style="list-style-type: none">1. The plats are pulled from the files. Boundary changes and annotations to reflect changes to the base and segregated cases are made.2. The modified plats are refiled.	Modified plats

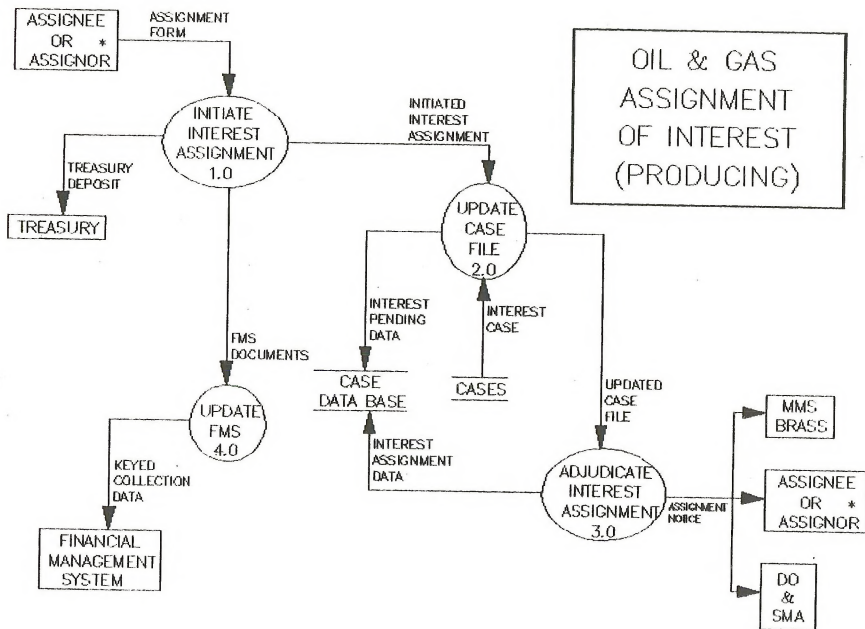
Service Center
Bubble 7.1 - Batch Collection Documents

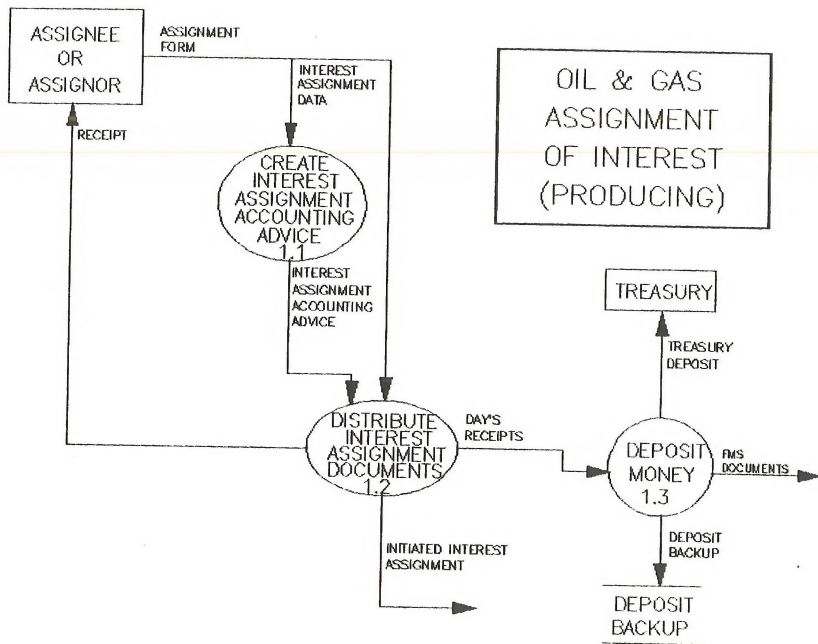
O & G Partial Assignment
(Nonproducing)

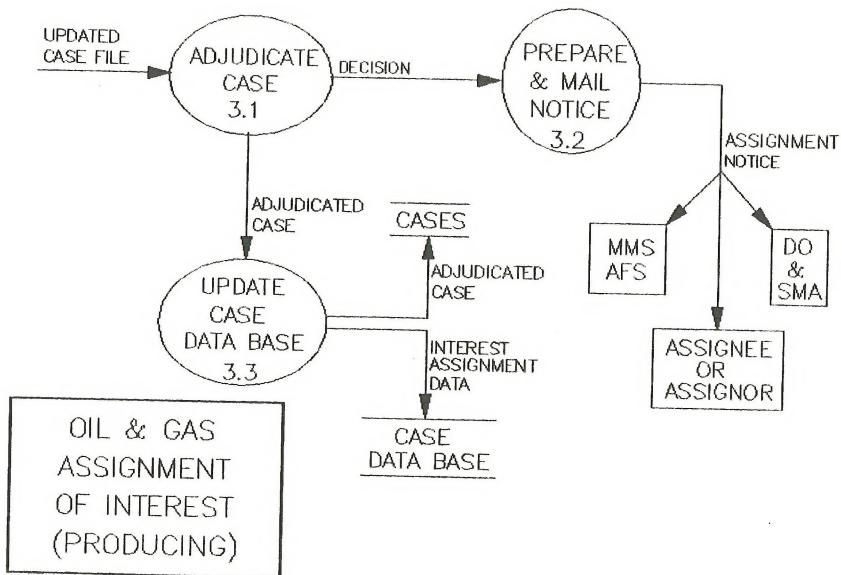
INPUT	PROCESS	OUTPUT
FMS documents	1. Collection data sheets are batched with collection documents received from other BLM offices.	
Other collection documents	2. The batched documents are sent to key entry for keying.	Batched collection documents
Keyed documents	3. The keyed documents are filed.	Keyed documents

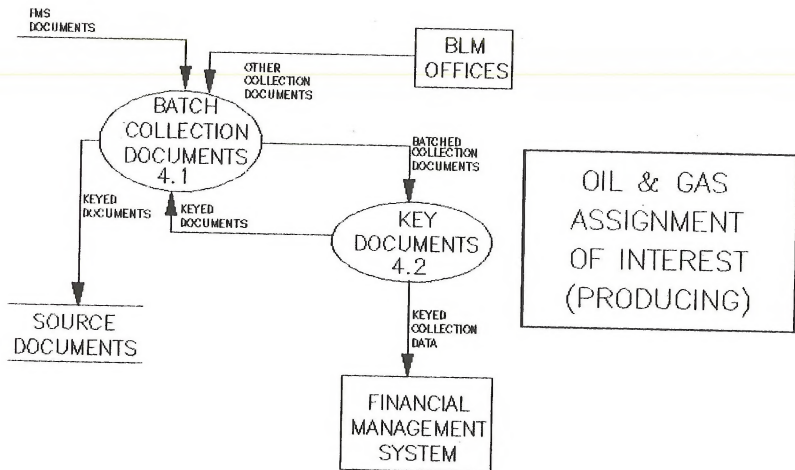
INPUT	PROCESS	OUTPUT
Batched collection documents	<ol style="list-style-type: none">1. Data on the documents is keyed and verified for entry into the Financial Management System.2. The keyed documents are returned to Data Control for filing.	<p>Keyed collection data</p> <p>Keyed documents</p>











State Office
Bubble 1.1 - Create Interest Assignment
Accounting Advice

O & G Assignment of Interest
(Producing)

INPUT	PROCESS	OUTPUT
Interest assignment data	1. An accounting advice is created from information on the assignment form and the amount of money received.	Interest assignment accounting advice

State Office
Bubble 1.2 Distribute Interest
Assignment Documents

O & G Assignment of Interest
(Producing)

INPUT	PROCESS	OUTPUT
Assignment form	1. The pink copy of the accounting advice is sent to the flier as a receipt for money paid.	Receipt
Interest assignment accounting advice	2. The green and gold copies of the accounting advice and the original assignment form are sent to Docket.	Initiated interest assignment
	3. The yellow copy of the assignment accounting advice and the filing fee are sent to Accounts.	Day's receipts
	4. The white copy of the accounting advice is destroyed.	

INPUT	PROCESS	OUTPUT
Day's receipts	<ol style="list-style-type: none"> 1. Monies collected are totaled and verified against an accounting report. 2. A deposit ticket is prepared. The ticket and day's receipts are taken to a Federal Reserve Bank.* The day's receipts are deposited and the deposit ticket is certified. 3. A collection data sheet (CDS) is prepared. The CDS and a copy of the certified deposit ticket are sent to the Service Center Division of Finance. 4. A copy of the certified deposit ticket, the accounting report, and the yellow copy of the accounting advice are filed as a deposit backup. <p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	<p>Treasury deposit</p> <p>FMS documents</p> <p>Deposit backup</p>

State Office
Bubble 2.0 - Update Case File

O & G Assignment of Interest
(Producing)

INPUT	PROCESS	OUTPUT
Initiated interest assignment	1. The case data base is updated to indicate that the percent interest has been changed. This includes action code, date, and remarks entries.	Interest pending data
	2. The assignor's percent of interest is changed and the assignee's name, address, and percent of interest are entered in the data base record.	
Interest case	3. The case file is pulled and the assignment form and copies of the accounting advice are inserted in the folder.	Updated case file

State Office
Bubble 3.1 - Adjudicate Case

O & G Assignment of Interest
(Producing)

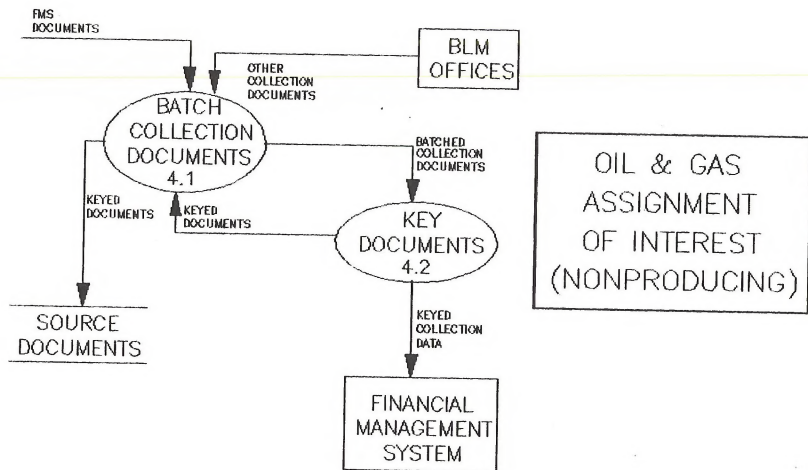
INPUT	PROCESS	OUTPUT
Updated case file	<ol style="list-style-type: none"> 1. The adjudicator verifies that the lands are leased, the percent of interest is correct, and the assignment form has been properly executed. Bonding requirements are reviewed. 2. A decision reassigning the interest is prepared. 	<p>Decision</p> <p>Adjudicated case</p>

State Office
Bubble 3.2 - Prepare and Mail Notice

O & G Assignment of Interest
(Producing)

INPUT	PROCESS	OUTPUT
Decision	1. An assignment notice is prepared. A copy is mailed to the assignee, BLM District Office, assignor, Surface Management Agency, and MMS AFS.	Assignment notice

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none">1. The case data base is updated to indicate approval of the interest assigned. This includes action code, date, and remarks entries.2. The case is returned to Docket for filing.	<p>Interest assignment data</p> <p>Adjudicated case</p>



State Office
Bubble 1.1 Create Interest Assignment
Accounting Advice

O & G Assignment of Interest
(Nonproducing)

INPUT	PROCESS	OUTPUT
Interest assignment data	1. An accounting advice is created from information on the assignment form and the amount of money received.	Interest assignment accounting advice

State Office
Bubble 1.2 - Distribute Interest
Assignment Documents

O & G Assignment of Interest
(Nonproducing)

INPUT	PROCESS	OUTPUT
Assignment form	1. The pink copy of the accounting advice is sent to the filer as a receipt for money paid.	Receipt
Interest assignment accounting advice	2. The green and gold copies of the accounting advice and the original assignment form are sent to Docket.	Initiated interest assignment
	3. The yellow copy of the assignment accounting advice and the filing fee are sent to Accounts.	Day's receipts
	4. The white copy of the accounting advice is destroyed.	

INPUT	PROCESS	OUTPUT
Day's receipts	1. Monies collected are totaled and verified against an accounting report.	
	2. A deposit ticket is prepared. The ticket and day's receipts are taken to a Federal Reserve Bank.* The day's receipts are deposited and the deposit ticket is certified.	Treasury deposit
	3. A collection data sheet (CDS) is prepared. The CDS and a copy of the certified deposit ticket are sent to the Service Center Division of Finance.	FMS documents
	4. A copy of the certified deposit ticket, the accounting report, and the yellow copy of the accounting advice are filed as a deposit backup.	Deposit backup
	<p>*Note: Some states mail deposits to a Federal Reserve Bank. Copies of the deposit ticket are sent to the Service Center Division of Finance by the bank.</p>	

State Office
Bubble 2.0 - Update Case File

O & G Assignment of Interest
(Nonproducing)

INPUT	PROCESS	OUTPUT
Initiated interest assignment	1. The case data base is updated to indicate that the percent of interest has been changed. This includes action code, date, and remarks entries.	Interest pending data
	2. The assignor's percent of interest is changed and the assignee's name, address and his percent of interest are entered in the data base record.	
Interest case	3. The case file is pulled and the assignment form and copies of the accounting advices are inserted in the folder.	Updated case file

INPUT	PROCESS	OUTPUT
Updated case file	<ol style="list-style-type: none">1. The adjudicator verifies that the lands are leased by the assignor, the percent of interest is correct, and the assignment form has been properly executed. Bonding requirements are reviewed.2. The approved assignment, including rental due date and amount, is sent to the assignee(s). If the assignee is responsible for paying the rental, he is provided the due date and the address rents are sent to.	<p>Adjudicated case</p> <p>Interest assignment decision</p>

State Office
Bubble 3.2 - Complete Accounting Advice

O & G Assignment of Interest
(Nonproducing)

INPUT	PROCESS	OUTPUT
Adjudicated case	<ol style="list-style-type: none">1. The adjudicator completes the accounting advice by adding the anniversary date and any required remarks, to include the date the assignment was approved.2. The accounting advice is sent to Accounts for mailing to MMS BRASS if:<ol style="list-style-type: none">a. The percent of interest transferred is 51% for the lease.b. The billee changes	<p>MMS documents</p> <p>Completed case</p>

INPUT	PROCESS	OUTPUT
Completed case	1. The case data base is updated to indicate approval of the interest assigned. This includes action code, date, and remarks entries.	Interest assignment data
	2. The completed case is returned to Docket for filing.	Completed case

Service Center
Bubble 4.1 - Batch Collection Documents

O & G Assignment of Interest
(Nonproducing)

INPUT	PROCESS	OUTPUT
FMS documents	1. Collection data sheets are batched with collection documents received from other BLM offices.	
Other collection documents	2. The batched documents are sent to key entry for keying.	Batched collection documents
Keyed documents	3. The keyed documents are filed.	Keyed documents

Service Center
Bubble 4.2 - Key Documents

O & G Assignment of Interest
(Nonproducing)

INPUT	PROCESS	OUTPUT
Batched collection documents	1. Data on the documents is keyed and verified for entry into the Financial Management System.	Keyed collection data
	2. The keyed documents are returned to Data Control for filing.	Keyed documents

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